

## **ROLE DESCRIPTION**

### **ACADEMIC COORDINATOR**

**REPORTS TO:** Centre Chair or Dean

#### **PRINCIPLE ROLES:**

An Academic Coordinator is responsible for the delivery, maintenance and development of assigned programs and courses of study in their discipline within their Centre.

An Academic Coordinator's professional activities shall include the following elements: course delivery, program and course development, and university committee and administrative duties as detailed in the sections which follow. An Academic Coordinator's activities for a given contract year will combine whatever subset of these activities is considered appropriate, given the university's unique mandate, the needs of its program and course development priorities, and the criteria for satisfactory performance and promotion as laid down in the Terms and Conditions Agreement. These combinations and their appropriateness is to be the subject of annual discussion in an attempt to reach a written agreement between the Academic Coordinator, Chair or Dean and the VPA, and embody appropriate consultation and discussion with members of the various centres and program directors.

Unless otherwise approved by the VPA, the Academic Coordinator is expected to comply with the University's Office Days and Attendance in the Workplace policy which became effective September 1, 1996.

#### **DETAILED DUTIES AND RESPONSIBILITIES:**

These are assigned and approved annually on July 1 by the VPA and will be based on the following:

##### **1. Course Delivery**

The Academic Coordinator is responsible for all aspects of delivery of their courses. In fulfilling this role, they may, with the Chair or Dean's approval, rely upon tutors, markers, instructors, seminar leaders or support staff. The responsibilities for delivery, however, reside with the Academic Coordinator.

###### a) Tutoring

The Academic Coordinator normally participates in the tutoring of the minimum of 1 block of tutoring (including all assignment and exam marking), or its equivalent, each year.

###### b) Seminars, workshops, laboratories, etc.

The Academic Coordinator is responsible for conducting these activities, as required.

c) Electronic Modes of Delivery

The Academic Coordinator is expected to familiarize themselves with electronic modes of delivery and, where required, to achieve their implementation.

d) Tutor Hiring and Supervision

In conjunction with Learning Services Tutorial, the Academic Coordinator is responsible for hiring tutors, providing them with course specific orientation, and ensuring that they provide the necessary service to students.

The Academic Coordinator:

- serves as an academic resource person for tutors;
- establishes course specific tutor performance guidelines and uses general AU guidelines to evaluate tutor performance;
- develops and maintains resource base (e.g. bibliographies, laboratory and study materials) for tutors, in cooperation with library staff;
- works with tutors to maintain and improve student motivation and success.

e) Marking

The Academic Coordinator is responsible for the evaluation of student performance, including the setting of all exams and credit exercises. The responsibility for controlling the quality and standard of all course-related marking rests with the Academic Coordinator.

f) Record Keeping

The Academic Coordinator is responsible for providing academic support staff and the Office of the Registrar with the information required to keep student records accurate and up to date. Specified on-line systems such as TRIX will be used for this purpose.

g) Course Maintenance and Revision

1. The Academic Coordinator is responsible for ensuring that courses under their coordination are current and academically sound.
2. The Academic Coordinator is responsible for ensuring that exams are changed regularly (where exam banking is not used).

The Academic Coordinator advises Materials Management on the acquisition of supplies of course materials.

The Academic Coordinator:

- advises Library Services on revised Supplementary Materials List;
- in conjunction with Institutional Studies, collates data needed for course revision, including tutor feedback and course evaluations;
- initiates proposals for course revisions.

h) Student Recruitment

The Academic Coordinator, in cooperation with colleagues in their centre and beyond, and with Advancement and student support services may assist

with student recruitment.

The Academic Coordinator:

- suggests strategies for recruitment and participates in their implementation;
- cooperates with student support services in advising students on the content and appropriateness of courses;
- advises the Office of the Registrar on the transferability of courses from other institutions to Athabasca University programs.

i) Outreach

Where required, the Academic Coordinator seeks out and develops initiatives in cooperation with communities, agencies and institutions in keeping with the university's mandate of removing barriers that traditionally restrict access to and success in university-level studies.

The Academic Coordinator cooperates with affiliated institutions and agencies in the delivery of Athabasca University courses at these institutions, or to provide assessment of credentials for credit toward AU degrees and certificates.

## **2. Program Planning and Development**

The Academic Coordinator advises on and assists in the assessment of the need for and appropriateness of new and revised programs.

The Academic Coordinator:

- develops, where required, proposals for programs;
- develops and maintains liaisons with external agencies as required for the initiation and maintenance of programs;
- advises the University on the raising of funds to support the development and delivery of programs.

## **3. Course Planning, Development, and Production**

The Academic Coordinator writes, or assists with preparation of, proposals for new or revised courses in approved programs.

The Academic Coordinator:

- serves as course manager or author where appropriate for development of courses;
- identifies external subject matter experts for course authoring as required;
- keeps up to date with the various modes of delivery which are available, and recommends their implementation as appropriate.

## **4. University Committee and Administrative Work**

The Academic Coordinator contributes to the administration work of the University, including its councils and committees.