



POLICIES

Effective Date: January 1, 2019

Retired:

Revised:

Approved by:

Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research

Subject: MMC PA Program Course Director Policy.

PURPOSE:

The purpose of this policy is:

To define the qualifications, appointment procedures, oversight, evaluation, authority, and responsibilities of faculty who serve as administrative directors for courses, and clinical rotations that comprise the MMC PA program curriculum.

POLICY STATEMENT:

Course directors are central to the educational mission of the program. This document outlines the qualifications, appointment, oversight, evaluation, authority, and responsibilities of faculty who serve as administrative directors for courses, and clinical rotations that comprise the MMC PA program curriculum. These individuals may hold the administrative title of "Course Director," "Co-Course Director," or "Associate Course Director." This document will refer to all such individuals generically as "Course Directors." Program courses are all broadly referred to as "courses" in this document.

Qualifications

Course Directors should hold a faculty position (at any academic rank) in the School of Graduate Studies & Research or other college or professional affiliation as deemed by the Program Director to be appropriate to the goals and objectives of the course.

Course directors are expected to have the following qualifications and qualities:

- Experience teaching medical or Physician Assistant students.
- A personal commitment to the educational mission of the program.
- Appropriate scientific, educational, and/or administrative experience related to the course content.
- Knowledge of the MMC PA program curriculum and the educational program objectives.

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- Effective communication and organizational skills.

Appointment

Course Directors serve one-year terms that are renewable. Course Directors are appointed (including initial appointments and renewed appointments) upon recommendation by the Didactic Education Director to the Program Director with endorsement by the MMC PA Curriculum Review Committee (CRC) In instances when the Course Director is not a PA faculty member, the individual must have i) approval from his or her department chair, and ii) sufficient protected time to effectively fulfill the duties described in this document.

The Program Director may replace an acting Course Director with an Interim Course Director without CRC endorsement if: a) a Course Director is unable or unwilling to serve, or b) there is a change in departmental faculty teaching assignments as determined by the Program Director.

If possible, a one-year (or one semester if the course is one semester in length) overlap of outgoing and incoming Course Directors should be planned to minimize potential disruptions in the educational experience.

More than one individual may serve as a director for a particular course. The following titles may be used: Course Director, Co-Course Director, or Associate Course Director. If two or more Co-Course Directors are identified, those directors will have equal authority and responsibility.

Oversight and Evaluation

Course Directors are ultimately accountable to the Program Director, and the CRC which oversees the central management and implementation of the curriculum in accordance with applicable college and school policies and accreditation standards. The Didactic Education Director is responsible for overall didactic phase alignment, topic sequencing and day to day operations of the didactic curriculum. Course Director efforts will be evaluated by the CRC. Data from course evaluations and the annual course scorecard may be used for this purpose.

Authority and Responsibilities

By accepting appointment as a Course Director, the faculty member and their department chair (when applicable) acknowledge that Course Directors will assume

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course oversight authority and associated duties. The authority of Course Directors is derived from both the Program Director and the CRC. Course Directors and the courses they oversee are subject to the decisions and actions of the CRC. Course Directors must work closely with course (staff) coordinators, college administrators, and other relevant staff and faculty to ensure the course is compliant with applicable college and school policies, accreditation standards, and appropriate course management guidelines provided to Course Directors by the CRC.

Course Directors must follow (and ensure that all course personnel follow) college policies regarding safeguarding student education record information/data and preventing the unauthorized distribution or disclosure of confidential student education data as required by the Family Educational Rights and Privacy Act. Course Directors will ensure that grades are accurately developed, calculated and submitted as directed by grade reporting policy. Course Directors will review course evaluation data, address recommendations issued by the CRC and make improvements as appropriate.

DEFINITIONS:

PROCEDURE:

EXHIBITS: