

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Assignment of Faculty as Course Directors		SOP #: PCE.023.01
Effective Date	5/1/2019	
Last Revision/Review	7/23/19, Reviewed 8/28/19	

1. Purpose

This SOP describes the process by which Faculty are identified and assigned as Course Directors.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Responsibility for the identification and assignment of teaching responsibilities will rest with the Office of Pre-Clinical Education, in consultation with the Department Chairs (to determine individual faculty suitability and availability).

4. Definitions/Abbreviations

Course Director – the faculty responsible for organizing (session sequence, content suitability, etc.) and delivering the logistical elements (exams, final grades, etc.) of a course. The Course Director should have sufficient knowledge of the content areas of the course so as to be able to perform the above duties.

5. Procedural Steps

1. Identification of Course Directors
 - 1.1. The Office of Pre-Clinical Education will identify candidates to serve as Course Directors, based on their degree field, expertise and availability. (based on other current responsibilities).
 - 1.2. Following identification of a Course Director candidate, the Office of Pre-Clinical Education will consult with the faculty member's Department Chair for input on the faculty member's suitability and availability to serve in this capacity.
 - 1.3. Input from the Department Chair will be considered in assigning the Course Director responsibilities to individual faculty.
 - 1.3.1. The Department Chair may make requests for a specific faculty to serve as Course Director of a particular course, which the Office of Pre-Clinical Education will consider in making assignments.
 - 1.3.2. The Department Chair may veto recommendations made by the Office of Pre-Clinical Education regarding a member of their department serving as a Course Director.
 - 1.4. The Office of Pre-Clinical Education will communicate with the faculty member, and inquire whether they are willing to serve as a Course Director.
 - 1.5. Assignment/appointment of the faculty member as Course Director will be made by the Office of Pre-Clinical Education.

6. Reports/Charts/Forms/Attachments/Cross References

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

7. Maintenance

Review of this SOP will occur at no greater than three (3) year intervals.

8. Signature

Signature on File

Robert Ketchum, PhD

7/23/19

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	All	Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)		7/23/19