

**University of Minnesota**  
**School of Dentistry**  
**Course Director Responsibilities**

Faculty enjoy broad freedom to design and implement the academic curriculum in their courses while also including the required content as specified in accreditation standards. Faculty members have the protections of academic freedom to present course material in their own way if that material is competently taught, is evidence-based and represents curriculum approved by the School of Dentistry (SOD) Educational Policy Committee (EPC). The principles of Academic freedom, responsibility, integrity, and cooperation, as defined by the University of Minnesota can be found [here](#).

Course content should be developed in consultation with the division director and division faculty. Course directors are responsible to the EPC for the overall development and management of assigned courses. Communication, coordination, and collaboration are required to maintain consistency in course objectives and terminal outcomes. Adherence to the guidelines below ensures continuity of instructional and academic requirements and provides consistency of didactic and clinical experiences and evaluation, regardless of instructional setting.

**Responsibilities/Requirements:**

Required Training

1. Complete required FERPA training as required by SOD Human Resources; and ensure all instructors and administrators providing course support are current in FERPA training.
2. Remain current in subject area, as well as contemporary approaches to dental education and student assessment. Faculty must meet the Institutional Effectiveness Committee (IEC) requirement of taking one course in teaching methodology per semester.

Course Management System (Canvas)

1. All SOD Pre-doctoral, dental hygiene, and dental therapy courses must be housed in Canvas.
2. The course director is responsible for designing the course Canvas page, including syllabus integration using support from administrative assistant and/or SOD instructional designer if needed.
3. The course syllabus must conform to the SOD syllabus requirements; modification of SOD policies is not permitted.
  - o Current SOD course syllabi are housed in AEFIS. Revisions/updates should be done in AEFIS so it can be integrated into the course Canvas site.
4. Syllabus must contain course director's office hours and contact information (*including information about how to schedule a meeting*).

Course Design

The course director is responsible for:

1. Content identification/selection of course topics as approved by the division director and the EPC.
2. Using evidence-based teaching strategies appropriate for students' level of learning.
3. Identifying SOD competencies addressed in the course and how they are assessed.
4. Selecting textbook(s) and other course/lab materials in consultation with division faculty.
5. Communicating learning objectives and desired content delivery with guest speakers.
6. Ensuring course assessments are clearly aligned with course objectives and course competencies.

## Assessment

The course director should:

1. Design/coordinate course and lab assessment mechanisms that align with course objectives.  
The design of assessments may be a collaborative effort among supporting course faculty and division faculty.
2. Develop all examination questions and be responsible for:
  - Exam statistics review and elimination of poorly performing questions.
  - Feedback to students on examination performance.
  - Academic integrity decisions.
  - Exam proctoring to address student concerns and/or issues that may arise during an examination. Ideally, the exam proctor is the course director; however, another faculty member may proctor the examination. Administrative assistants or graduate teaching assistants *cannot* be exam proctors.
3. Review questions submitted by guest speakers to ensure consistency and alignment with course objectives.
4. Provide grading rubrics for course assessments (when applicable). The design of grading rubrics may be a collaborative effort among course faculty and/or within a division.
5. Provide clear directions and instructions in writing to supporting course faculty.
- 6.. Provide faculty orientation and calibration (if applicable) to supporting course faculty members.
7. Develop course policies and procedures *specific* to course and/or laboratory.

It is recommended that 70% is used as the cut-off for a passing grade (C) to ensure consistency across courses.

## Student Communication

The course director should:

1. Manage disability accommodations in collaboration with the Office of Student & Resident Affairs. Link to Disability Services website: <https://disability.umn.edu/>
2. Respond to individual students' questions and/or concerns in a timely manner. The administrative assistant may send general communication messages that apply to all students and may manage student requests for individual meetings with the course director.
3. Review, finalize, and submit grades when due.
4. Design and execute remediation plans for students eligible for remediation after approval by the appropriate SOD progression subcommittee.
5. Prepare and submit minor/major course revisions to the EPC for approval in a timely manner.