Course Director Responsibilities and Expectations

The Office of Medical Education is looking for nine course directors to create and implement a variety of foundational integrated science courses for the Trek curriculum. These courses will begin in August of 2021. These positions will start on January 1st, 2020 at 0.10 FTE. These positions will increase to 0.20 FTE on January 1st, 2021 and will continue at this level through the Trek curriculum. The specific positions include the following:

- Foundational Science Course Director - Renal/Urinary
- Foundational Science Course Director - General Principles
- Foundational Science Course Director - Pulmonary/Cardiovascular
- Foundational Science Course Director - Hematology
- Foundational Science Course Director - CNS, Senses, & Mind
- Foundational Science Course Director - Gastrointestinal
- Foundational Science Course Director - Skin/Musculoskeletal
- Foundational Science Course Director - Endocrine/Metabolism
- Foundational Science Course Director - Reproductive/Development

Course directors are critical leaders in the education of medical students at the University Of Colorado School Of Medicine. Broadly, the responsibilities of this role include development and implementation of curriculum and experiences that introduce medical students to the core knowledge, attitudes and skills necessary to develop into a competent physician.

Specific responsibilities:

Administration:
- Assume responsibility for course’s orientation including content, scheduling, assessment, organization and course execution.
- Ensure syllabi, course materials, schedules, small group rosters (if applicable), and other content are of high quality, current, posted, easily accessible, and reflect the educational objectives and content being delivered.
- Serve as a resource and communicate in a timely manner with students, administrative staff, and faculty.

Curriculum Execution and Program Innovation:
- Provide oversight of curricula and programs with a focus on development and implementation of course goals and session-specific objectives, linking stated objectives to educational strategies and learner assessment.
- Ensure all teaching faculty and students are aware and understand the course’s competencies and learning goals.
- Ensure adherence to shared policies as developed by curriculum committees and OME leadership.
- Modify existing or develop new curricula or methods of delivery based on needs, changing LCME requirements, and as charged by curriculum oversight bodies.
- Actively participate in the development and maintenance of a curriculum map that includes goals, learning objectives, content, educational strategies and assessments.

Curriculum Review, Continuous Quality Improvement, and Accreditation
- Track, monitor, assess, and identify areas for improvement in the curriculum with the goal of continuous quality improvement or as dictated by the curriculum oversight bodies.
- With the assistance of the OME Office of Assessment, Evaluation, and Outcomes, evaluate the effectiveness of the curriculum in achieving learning outcomes.
Provide and present course reports to the appropriate Curriculum Committees with the aid of the OME Office of Assessment, Evaluation, and Outcomes.

Meet with the appropriate Assistant Dean to report on the progress of improvements in the course.

Provide data, descriptive information, and reports to communicate course content, instructional methods, assessment, and outcomes to support overall OME program and to ensure compliance with LCME standards and other reporting requirements (e.g., Curriculum Inventory).

**Student Assessment and Grading**

- Set clear expectations for student performance.
- Provide fair, and effective formative and summative assessments.
- Provide assessment results to students to support their learning and on-going development.
- Monitor reliability, validity and alignment of exams with learning objectives and course content.
- Develop a fair grading process and provide students with information on how grades are determined.
- Submit grades in a timely manner.

**Student Support and Remediation**

- Ensure early identification of students in academic or personal difficulty.
- Refer students with academic or personal difficulty to the Office of Student Life and work with the Office of Student Life and Remediation to develop and implement appropriate remediation plans.

**Faculty Recruitment, Support & Development**

- Recruit and develop faculty for delivering, facilitating, and/or precepting educational content.
- Work with OME and curriculum office to coordinate facilitator and faculty development needs.
- Assure a professional learning climate.

**Supervision**

- Interface with personnel supervisors in the evaluation of support staff.
- Ensure work is given to support staff prior to deadlines to allow adequate time for completion while recognizing competing responsibilities.

**Collaborative meeting attendance and participation**

- Work with other Course Directors’ to improve and standardize elements of curriculum, develop policies, provide input, ensure compliance with LCME standards, as well as disseminate best practices.
- Attendance and participation at these meetings and curriculum retreats are priorities.
- See specific curriculum committee bylaws for meeting frequency and minimum attendance requirements.

**Apply**

Interested applicants can submit a cover letter and CV to Deborah Stevens (DEBORAH STEVENS@CUANSCHUTZ.EDU) no later than Friday, November 22nd.