

## Course Responsible Duties

### Purpose

The role of course responsible encompasses course management: planning, design and development, delivery, selection of educational resources, assessment, students' learning outcomes, evaluation and review.

### Description

The Course Responsible is an academic teaching staff member, appointed by the head of the department, whose name is registered in the course description in the course specification, who is responsible for the management, delivery, and assessment of a course in both branches (female and male).

### Main duties

1. Ensures that the course delivery conforms to the requirements of the course specification and the course common syllabus.
2. Receives the monthly coordination reports and forwards comments to the head of department.
3. Ensures, with collaboration of the course coordinator, that the subjects are timely taught and assessed in accordance with the Course Common syllabus Schedule.
4. Supports new teaching staff relevant of the course team.



5. Works with course team to :
  - (a) implement the course's assessment plan according to Course specifications and course report, and
  - (b) share and discuss results with teaching staff on both branches (females and males), offering the course.
6. Tracking student (relevant of the course) requests for review or complaints.
7. Reviews the course reports and report the finding and recommendations to the head of department.
8. Carries out a final review/audit of course documentation (Course e-portfolio) to ensure teaching schemes, assignments and examination papers are relevant, current and appropriate.
9. Assesses the student learning outcomes in collaboration with relevant department quality unit through the course e-portfolio.
10. Ensures that continuous assessment is balanced across the academic year; and drafts the assessment and moderator schedule in conjunction with the relevant Department Quality Unit.
11. Develops, in consultation with concerned teaching staff (Course team) and department quality unit, a Course action plan (based on: student feedback, external assessor report, current and previous Course reports, any other feedback) and submitting it to the head of department for decision for minor or major changes in the course for and eventual improvement.

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*Document Approved by  
College of Science Council*

*On:*

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