

## **Required tasks for course directors.**

Course directors are responsible for the following tasks:

1. **Make sure you have received your list of GTAs from the scheduler.** The scheduler (currently MaryKatherine Ramsey) will send all course directors a list, via email, of all the GTAs assigned to the classes they are directing. She will indicate which of the GTAs is teaching a given class for the first time. If you do not receive such an email by the week prior to start of the semester, please contact MaryKatherine.
2. **Initiate contact with all students teaching the class to let them know you are available to discuss teaching concerns.** You should schedule a brief meeting with each GTA teaching the class for the first time to discuss syllabus and course plans. Make yourself available to all GTAs, not just the new ones. You must also remind GTAs that they are required to follow all the guidelines for syllabi sent out by MaryKatherine Ramsey. In particular, all syllabi must state, and follow, the Expected Learning Outcomes for GE classes. If the course is under GE assessment this particular semester, you will need to liaise with the Director of Undergraduate Studies to ensure that all GTAs teaching the course participate.
3. **Classroom visits are required for all GTAs teaching a class for the first time.** Remind all GTAs teaching this particular class for the first time that they are REQUIRED to schedule a faculty visit from someone who will then write an evaluation of the class. You should advise that the observer should be ideally someone that they plan to ask to write a letter of recommendation for them. The course director can, but need not, perform the class visits; however, the course director must ensure that they are done and the reports submitted. Have them inform you of who is coming on what date; GTAs sometimes postpone scheduling visits, so you must enforce this requirement if necessary. After the visits, contact the visitors to make sure they submit their reports to the following list of people: the course director (i.e., you); Kathleen Griffin, who will collect them for the DGS's end-of-year assessment report to MaryKatherine Ramsey; and the scheduler. Negative evaluations affect teaching assignments, so this function of the course director is crucial.
4. **Review the discursive evaluations.** The discursive evaluations should be delivered to the front desk, who will route them to the course director. It's important that you review the evaluations promptly, just in case they point to a pattern of problems in the class. You should then write and retain a short report on the evaluations, and forward the evaluations and the report to the GTA. **In the event of unacceptably poor evaluations:** Notify the Director of Graduate Studies and/or the Director of Undergraduate Studies and the scheduler **as soon as possible** so that the GTA's teaching role can be addressed.

5. **Summer course direction.** There are no summer course directors. Faculty on duty in summer, regardless of field, are now responsible for the small number of GTA class visits needed in summer. Any faculty member can assess teaching in any course, and can discuss with GTAs their pedagogical concerns in any course, if the GTAs seek such consultation. If you are on duty in summer, these are your responsibilities.