Oversight of Program Instructors

Program Coordinators should maintain proper oversight of program instructors. Proper
oversight includes, but is not limited to:

• Assist DC in performing faculty evaluations

• Providing faculty with guidance with appropriate instructional approaches and best
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practices

• Reviewing faculty members’ syllabi to ensure that departmental policies are followed

• Reviewing faculty members’ Canvas shells to ensure that faculty are using appropriate
communications and online tools.