



Course Coordinator Responsibilities – Faculty OF Nursing

Policy Statement

This policy outlines the responsibilities and expectations for Course Coordinators within the Faculty of Nursing at An-Najah National University. The primary role of a Course Coordinator is to maintain the quality and consistency of instruction across multiple sections of a course, ensuring alignment with the faculty's educational objectives and standards.

Responsibilities

1. Curriculum Implementation: Ensure that the course content is delivered consistently across all sections, adhering to the approved syllabus and learning outcomes.
2. Scheduling and Coordination: Develop and manage the course schedule, coordinating with faculty members to align teaching activities and assessments.
3. Faculty Collaboration: Facilitate regular meetings with instructors teaching the course to discuss progress, share resources, and address any instructional challenges.
4. Assessment Oversight: Design and oversee the implementation of assessment tools to evaluate student performance effectively and fairly across all sections.
5. Quality Assurance: Monitor the quality of instruction and student learning, collecting feedback to inform continuous improvement.
6. Resource Management: Ensure that all necessary teaching materials and resources are available and utilized appropriately across course sections.
7. Communication: Serve as the primary point of contact between the course instructors and the faculty administration, facilitating effective communication and reporting.
8. Professional Development: Identify and recommend opportunities for faculty development to enhance teaching effectiveness within the course.
9. Policy Compliance: Ensure that the course complies with university policies, accreditation standards, and regulatory requirements.
10. Documentation: Maintain comprehensive records of course materials, assessments, and communications for accountability and future reference.

Review and Evaluation

The responsibilities and performance of Course Coordinators will be reviewed annually by the Division Chair and the Dean to ensure adherence to this policy and to identify areas for improvement.

Amendments

This policy is subject to revision to reflect changes in educational practices, accreditation standards, or institutional requirements.

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