

1. DE course related expectations

[Note: Executive Education Courses are not supported by Faculty Assistants]

Faculty Assistants (FAs)	Faculty (core and affiliate)
Pre-course	
Update Course Directory on SchoolDB/Enrolment Management System (May) ahead of Bidding	Confirm provisional Course Summary with key information, i.e. exams, course attendance policy
Complete course build on Canvas as per Faculty requirements & School policy	Send complete course syllabus to FAs including attendance requirements, pre-reading and assessment information
Purchase cases for course & complete TRaCC (Library colleagues source all other materials)	
Complete assessment pages on Canvas as per faculty requirements (on Course Syllabus), incl setting up groups	
Create zoom links for hybrid courses, making sure that this information reflects on Canvas, adding the facilitator to Canvas. Creating the calendar invites and sending them to the Faculty and Facilitators.	Approve course for publication, ensuring it is set up as per course syllabus/instructions. <u>At a minimum Faculty check the Assessment and Attendance information before publication.</u>
Confirm graders budget & confirm with Accounts that budget has been correctly transferred to IFBs/grading budget	Source and confirm Graders and Teaching Assistants (TAs) with FAs before the start of the course
Allocate graders and TAs from PhD pool or current casual pool	Confirm Graders and Teaching Assistants (TAs) with FAs before the start of the course. If there are no TAs or graders available, source TAs and Graders
Confirm course build has passed all checks and complete course tracker	
Publish course on Canvas	
Complete course tracker with any changes/update TRaCC	
Confirm room bookings	
Prepare seating charts, class info, ad hoc printing	
Add Graders and TAs to SchoolDB & Canvas and set them up as Casuals if required	Share grading instructions and deadlines with FA and graders
Coordinate any auxiliary resources as per course requirements, i.e. simulations, specific software/online course tools	

Confirm final class list and make any necessary changes considering 'late' admits	
Buy presents & gifts for students/guest speakers	Confirm gifts/prizes with FA
After course publication (as required)	
Releasing course materials as per Faculty instructions, i.e. slides, answers to cases	Any changes or requests to be sent to FAs 1 working day in advance at a minimum
Answering students, DECC and Programme Office queries within 24hours	
Coordinating external providers of simulations, coaches, guest speakers, etc.	
Prepare attendance reports as per course attendance policy (incl. EC tracking)	
Posting notifications	
Monitor assignment submission & download Canvas gradesheet as required	
Coordinate events within course (if applicable)	
Releasing recordings (not edited)	
Upload participation grades to Canvas (i.e. upload the Canvas template)	Enter grades directly on Canvas gradesheet or Provide grades/participation grades to FA using the designated Canvas template for upload (Graders or TAs if used)
Meet & greet guest speakers if required	
Add retrieval students to the retrieval assessment (if applicable)	
After last session of course	
Download gradesheet for Faculty/Graders	Faculty/Graders to grade on Canvas/enter grades directly on Canvas OR complete the designated gradesheet template
	Faculty review and approve the grades, including additional checks on Fail grades.
Send the completed gradesheet to the Assessment team (if required)	
Prepare moderation forms & share with moderator	Complete Moderation form with grading info & Moderate grades for other courses/streams and submit to FAs*
Add DNS grade to gradesheet	
Set up retrievals assessment (core only)	Grade retrieval assessment (core only)

Send the new gradesheet to the Assessment team (if required)	
Process invoices/timesheets relating to the course	
Collate data for any case of misconduct	
Publish/release feedback to students	

* All Faculty (core or affiliate) are expected to moderate a similar number of streams/courses as they teach. For example, if a faculty member teaches 2 streams/courses, they are expected to moderate 2 streams/courses taught by a colleague, ideally within the same term.

What should not be expected from Faculty Assistants:

- Recruit guest speakers and coordinating timing and content of guest lecturers
- Creating and updating course syllabus and other class materials
- Manually entering grades and individual feedback on Canvas
- Assigning class participation grades and entering them on Canvas
- Confirming Course Syllabus before publication (on behalf of Faculty)
- Managing instances of Academic Misconduct
- Responding to student emails about lecture content and assignment content
- Last minute printing or procuring of resources (sufficient notice should be given)
- Solving LT related issues during the Class (AV/IT staff are responsible for these)
- Presence in LTs for the duration of the session