

**DISCIPLINE/SUBJECT COORDINATOR
Base-line Duties**

Discipline/Subject Coordinator:

The Discipline/Subject Coordinator plays a critical academic leadership role in promoting a broader educational experience that complements the program-specific outcomes. As the champion of their discipline, the Subject Coordinator facilitates key academic and operational processes, working collaboratively with the Dean, Chair, faculty and support areas. The Coordinator does not have responsibility for the supervision or the disciplining of other faculty or support staff. The following represents the baseline duties that all Discipline/Subject Coordinators perform. Additional duties may be assigned and additional release time will be allocated as required.

DISCIPLINE/SUBJECT RESPONSIBILITIES:
<p>Curriculum Renewal -</p> <ul style="list-style-type: none"> • Leads annual curriculum renewal • Collaborates with Learning Design & Support Team, program teams and discipline teams • Provides leadership in policy, subject standards, and compliance matters • Facilitates the integration of relevant program-specific resources into curriculum • Coordinates ongoing development of new courses • In conjunction with the faculty team, ensure that the annual curriculum renewal template is completed.
<p>Subject-related Contacts</p> <ul style="list-style-type: none"> • Develops and maintains a network of subject-related contacts • Provides updates to Chair and may represent the Discipline at local, regional or provincial meetings. • Acts as an advocate for the discipline at Fleming and external communities, including alumni
<p>Leads Subject meetings-</p> <ul style="list-style-type: none"> • Seeks approval from Chair for required subject meetings • Sets meeting times, develops agenda (can include program faculty), coordinates and chairs subject meetings and sends meeting minutes to the Chair.
<p>Participates in Program advisory committee and School meetings, as required</p>
<p>Liaise with Program Coordinators</p>
SUPPORTS FACULTY AND STUDENT SUCCESS:
<ul style="list-style-type: none"> • Provides peer support and guidance and assistance to faculty (eg. Team teaching, course outlines, textbook ordering, academic policies and procedures). • Identifies resources to faculty and students to support their needs • Primary point of contact to address questions, concerns, complaints related to the

subject/discipline
ACADEMIC RESPONSIBILITIES: (In collaboration with the Chair)
Course exemption process - Processes course exemptions
Course outline verification - reviews course outlines and provides input as required prior to Chair approval
Workload process - As the subject content expert, may provide general input on the workload process (skill set required, operational requirements, assists the Chair with faculty recruitment)
School-related activities - Assists the Chair in School-related activities such as strategic planning and budget. <ul style="list-style-type: none"> • Provides input to the Chair regarding academic strategies • Identifies trends from their field of expertise • Contributes to retention and student success strategies
Pathways/Articulations – Assist the Dean with identifying and facilitating articulation/pathway opportunities.