

Module Directors ROLES AND RESPONSIBILITIES

The **Module Director** is the team leader for a given module. He/she will provide leadership and direction for the primary interdisciplinary biomedical science modules of the medical school curriculum. He/she will guide Core Module Faculty in the design of the content and teaching methods of the module and also serves as the primary liaison for students and faculty within the module.

Under the direction of the Chair of Biomedical Sciences and with the support of the M1 and M2 Academic Year Directors and the Associate Dean for Education, the Module Directors will have the following key responsibilities:

1. Work with the Chair of the Department of Biomedical Sciences (Chair) and Academic Year Directors to assemble core faculty to deliver module content.
2. Work with Academic Year Directors and other Module Directors to assure appropriate coverage and integration of the curriculum across disciplines/modules and all academic years.
3. Lead the Module Team to develop and organize an educational curriculum that meets LCME standards, USMLE content, and the mission of the USCSOMG.
4. Develop module and session learning objectives and assessment plans in collaboration with the Core Module Faculty within the time allotted for the module.
5. Prepare the required module documents, e.g. Syllabus, Calendar, Module Delivery Template, Detailed Assessment Report and End-of-Module Report and process documents through appropriate institutional committees in accord with required time frames; provide Core Module Faculty with the opportunity to review and comment on these documents.
6. Encourage innovation in content delivery and teaching methods within the Module.
7. Work with Support Staff to provide and post course materials in electronic format for students' use, including such items as syllabi, weekly schedules, and educational session objectives.
8. Serve as point of contact for student and faculty concerns and suggestions about the Module.
9. In collaboration with module faculty, coordinate development of formative and summative assessments of student performance.
10. Provide a final review and edit of formative and summative exams before submission of exams to the Office of Academic Effectiveness and Assessment.
11. Serve as the final arbiter of grades assigned to students for the module and record and report the final grades within the time allotted for the module.
12. Present student performance data and recommendations for remediation as requested by the Student Evaluation and Promotion Committee.
13. Consult with the Academic Year Director and Chair with concerns about module academic content.
14. Consult with the Academic Year Director and Chair with concerns about student or module faculty performance.
15. Consult with the Academic Year Director and Chair with concerns about professionalism and conflict between students, faculty members or between faculty and students.

Appointment as a Module Director is at the pleasure of the Chair of the Department of Biomedical Sciences and is renewable on an annual basis through discussion with the Chair and subject to satisfactory performance.