



Charles Sturt
University

Position Description



Course Director

<School>

<Faculty>

Classification Academic Institutional Leadership Position

Delegation Band Delegations and Authorisations Policy (see Section 3)

Nature of Employment Fixed term

Date Last Reviewed March 2021

<Faculty/School>

<Insert name of your section>

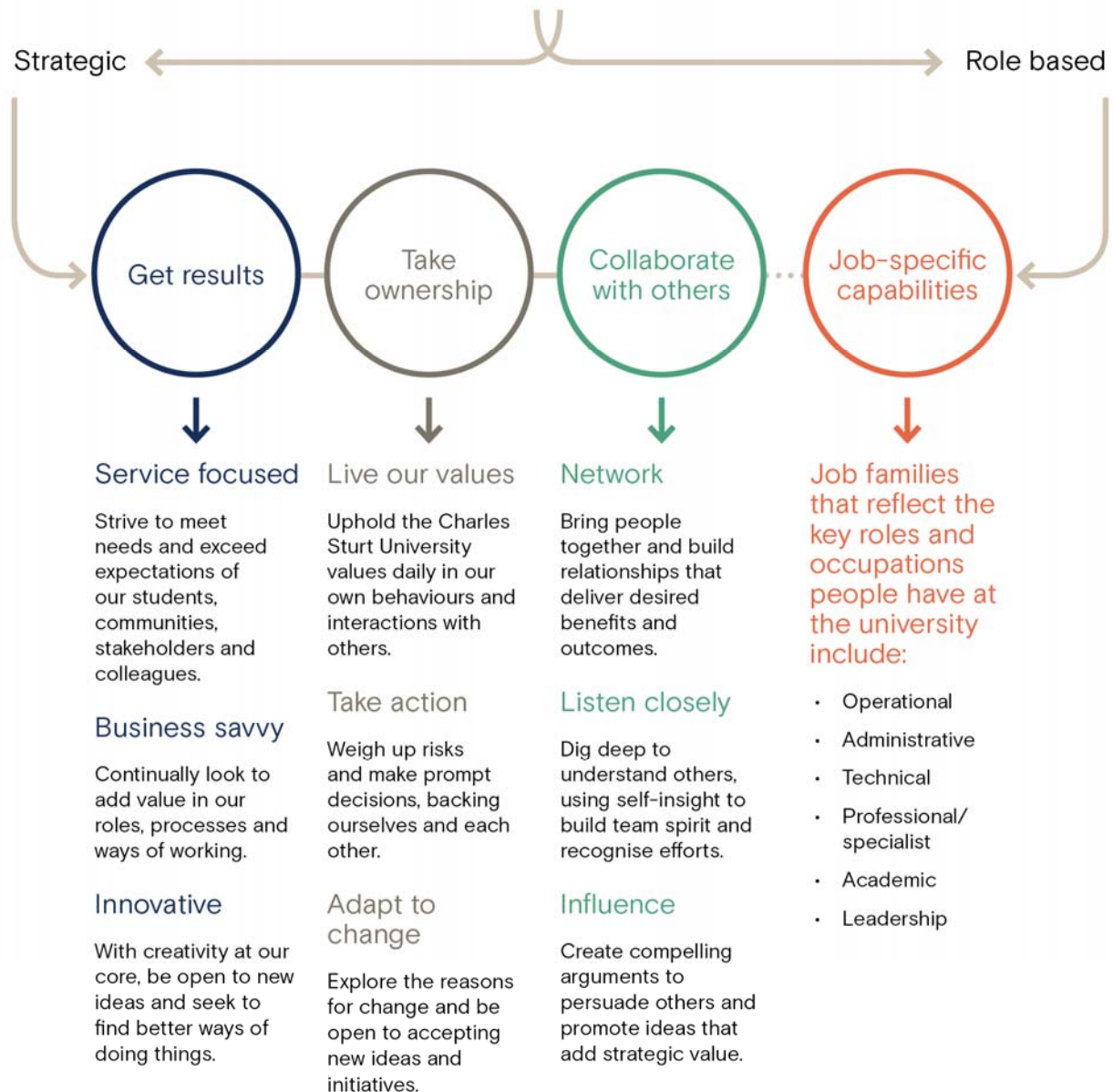
This area is an opportunity for promoting your Faculty/School/Division/Centre to potential applicants and describing how it fits within the University structure and contributes to the University Strategy. This can be copied and pasted from your section of the Charles Sturt University website and a hyperlink should be included.



Our Values

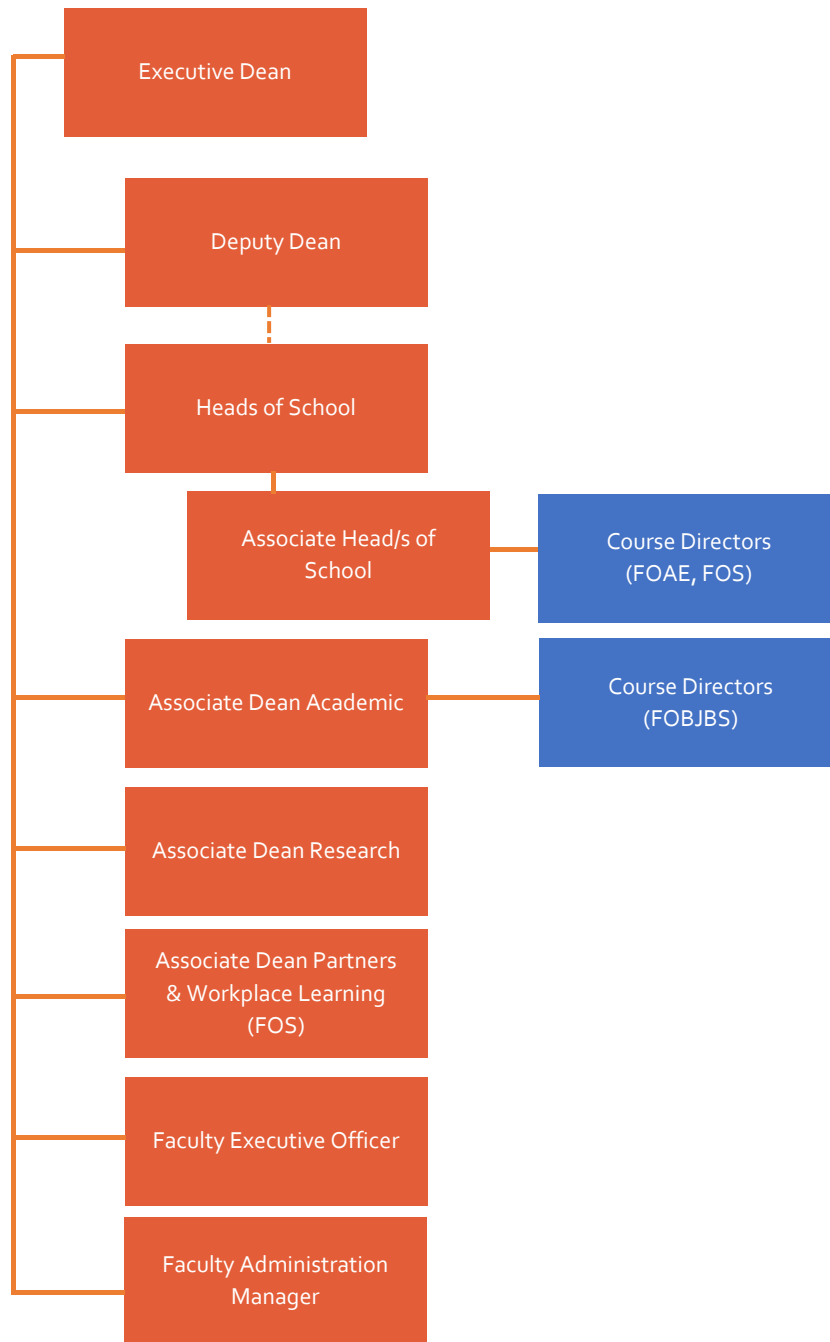


Our Capability Framework





Organisational Chart





Reporting relationship

This position reports to:	Associate Head of School (FOAE, FOS) Associate Dean Academic (FOBJBS) For some Schools, CDs may report to the HOS
This position supervises:	Nil

Key working relationships

- Head of School
- Associate Dean Academic
- Associate Dean Research
- Courses Team
- Subjects Team
- Academic Staff
- Division of Learning and Teaching
- Division of Student Services
- University, industry stakeholders and professional bodies

Position overview

The Course Director is responsible for the leadership and academic management of a complex course or group of courses within a School, or within a cognate set of disciplines across Schools. The Course Director is responsible for leadership of planning and curriculum development for the course(s); for course quality assurance and internal and external accreditation processes and application of Charles Sturt's academic regulations and policies to the course(s); for marketing and liaison with industry and professional bodies on behalf of the course(s); and for student advisory processes for the course(s). The Course Director advises the Head(s) of School / Associate Head of School on academic staffing requirements and issues that impact on learning and teaching quality within the courses they administer.

Principal responsibilities

- Lead and maintain a range of activities, processes and a culture of collaboration related to course design, delivery, growth, accreditation, quality assurance, academic risk, enterprise risk and evaluation, creating an engaging student experience that places quality education at its core, and that aligns with University and Faculty priorities.
- Build, lead and strengthen course and discipline teams, nurturing a respectful, collaborative and cohesive working environment.



- Support the Heads of School and Associate Heads of School by contributing to the employee development and review scheme for course and discipline.
- Apply Charles Sturt strategic objectives for developing learning and teaching in all aspects of the role, including course design, implementation, performance evaluation and improvement, student advisory processes and administrative functions.
- Lead and manage curriculum review and development, including preparation of relevant documentation and curriculum mapping and implementation of Charles Sturt policies.
- Lead and support industry and professional liaison and marketing, e.g. supporting marketing plans and promotional information, leading industry and professional support and endorsement/accreditation of courses.
- Apply Charles Sturt's academic regulations and policies to the course(s), e.g. course admissions, credit, enrolments, assessment, exclusions, graduation, variations to enrolment patterns.
- Oversee student advisory processes for the course(s), and ensure inclusive and responsive communication and practice with students throughout the student learning experience.
- Monitor, analyse, interpret and report course data to relevant stakeholders in a timely and appropriate manner, including relevant Faculty committees, Heads of School and Associate Dean Academic.
- Contribute to providing advice to the Head of School / Associate Dean Academic on course quality and related budget and staff issues, including staff performance issues.
- Maintain, at an appropriate level, a personal profile of achievement in teaching, research and/or professional activity.
- Develop and maintain a culturally safe environment for staff and students.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond the school/faculty, such as other campuses, as well as possible car and air travel and work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driving Hours Guidelines and Policy](#).



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. An academic appointment preferably at Level C or above.
- B. A masters or doctoral qualification relevant to the discipline area, or equivalent accreditation, professional practice and standing.
- C. Demonstrated leadership and scholarship in course design, evaluation and quality assurance, teaching and learning quality and providing discipline expertise.
- D. Sound knowledge of Charles Sturt's academic regulations and policies and administrative processes with respect to courses.
- E. Demonstrated high level written and oral communication skills and capacity to work effectively with others and build strong partnerships with colleagues, academic and administrative units, and industry stakeholders and professional bodies.
- F. Demonstrated capacity to lead and manage teams to deliver excellent learning and teaching outcomes and to ensure standards of course quality.
- G. Knowledge of the tertiary education sector, including the tertiary education landscape, University governance, academic and administrative processes, legislation and registration compliance requirements and equity principles.
- H. Demonstrated experience in managing student matters including providing course advice and pastoral care, and responding to feedback and complaints.

