

LEAD INSTRUCTOR RESPONSIBILITIES

Lead instructors are full-time faculty members who have primary responsibility for a given course. Faculty Associates must use the same syllabus as the lead instructor and their course outlines should be modeled after the lead instructor's. Any deviation in required readings or texts should first be discussed with the lead instructor. The lead instructor should go over the syllabus with faculty associates, show them any handouts s/he uses, and discuss assignments and exams. Faculty associates do not have to use the same assignments and exams, but they should be aware of what the lead instructor is doing.

As the semester progresses, any problems or concerns faculty associates have about the course or the course content should be taken directly to the lead instructor. If the lead instructor is unavailable or there is currently no lead instructor assigned to the course take your concerns and questions to the MSW or BSW Coordinator.