Content Expert—Roles and Responsibilities

A Content Expert reports directly to the Unit Leader and is responsible for a content area or group(s) of sessions within a single unit or multiple units (in the case of a Longitudinal Content Experts).

Functions
Some important tasks include but are not limited to:

1. Attending all Unit Committee meetings to ensure the proper planning, development and improvement of your content area. Keeping all teachers in your section informed of any decisions taken during the unit meetings that would be pertinent to them. A minimum of 50 percent attendance is required.

2. Ensuring the creation or modification of learning objectives and online modules are completed within the deadlines provided by the faculty and are approved by the Unit Committee, and the Curriculum Content and Review Committee (CCRC).

3. Ensuring creation and selection of required examination questions within the deadlines and as presented by the Director of Evaluations/Unit Leaders on the examination blueprint.

4. Ensuring proper recruitment of qualified professors/tutors based on the unit schedule within the deadlines provided. Ensure individual recruited do not have conflicts of interest according to the Faculty policy.

5. Reviewing all material used within your content to ensure the material properly covers required learning objectives and that it fits the appropriate format assigned to each session (i.e. lecture, unit-directed activity, TBL, etc...). Ensuring that content within your content area is kept up to date by professors to include current information, technologies and advancements in the field.

6. Reviewing evaluations of faculty who participated in teaching activities within your content area in order to address any performance/teaching issues based on feedback received.

7. Reviewing evaluations of the unit with the goal of improving the overall presentation of your content within the unit or units.
8. Creating 15 percent new summative examination questions per year.


**Specific Duties and Responsibilities:**
As a Content Expert, you are required to attend the meetings of the Unit Committee of the unit or units in which your content is presented. The Unit Committee meetings include but are not limited to:

1. Unit Planning Meeting (mandatory meeting held approximately 1 month after the post-unit meeting)

2. Pre-Unit Meeting (optional meeting held before the unit at the discretion of the Unit Leaders)

3. Post-unit Meeting (mandatory meeting held approximately 1 month after the unit)

**Prior to the Unit:**

1. Attend the Unit Planning meeting and collaborate in the planning and revision of the unit section objectives and content.

2. Review online modules and presentations used to ensure that they are of adequate quality and cover the assigned learning objectives.

3. Once planning of the unit is finalized:
   1. Brief teachers within your content area on any changes to the unit finalized during the meeting as needed to ensure they are aware of any updates which they may be required to apply to their presentations.
   2. Recruits new teachers and tutors as necessary and ensure professors and tutors are invited to return (assistance from UGME office can be requested for recruitment of returning professors only, if required).

4. Ensure that all teachers and tutors recruited have a Faculty Appointment or are informed that they must obtain one via their department of choice.

5. Send list of teachers and tutors to Unit Leader/UGME office which includes their assigned sessions, contact information, Department and Division at least 2 months prior to the start of the unit.

6. Facilitate the implementation and overall delivery of the content within your section of the Unit as required.
7. Submit to Unit Leaders/UGME office a new or revised list of library resources for your section of the Unit at least 2 months prior to the start of the unit.

**During the Unit:**

1. Find replacements for teachers who cancel their participation after the initial recruitment is confirmed.

2. Write/select the required number of exam questions as required by the Unit Leaders/Director of Evaluations, whether it is for a mid-term or final examination within the provided deadlines.

3. Assist in any additional steps, as required, to facilitate the proper review and creation of the examinations.

4. Ensure timely correction of the relevant section of the mid-term examination when necessary as requested by the Unit Leader/UGME office.

5. Meet with students as necessary.

**After the Unit:**

1. Attend the Post-unit meeting and collaborate in the feedback discussion while taking into account any peer and student feedback presented.

2. Following the Post-unit meeting discussions, develop plans for changes/improvements for the upcoming academic year as requested by the Unit Leader to be presented at the Unit Planning Meeting.

3. Ensure timely correction of the relevant section of the final examination when necessary as requested by the Unit Leader/UGME office.

4. Review all evaluations of teachers from your content area included in the evaluation reports received and provide direct feedback to teachers whose evaluations have been flagged as being below expectations or who have received any comment of concern regarding professionalism. Fill out evaluation follow-up form(s) as requested by the Evaluation Review Committee to ensure proper follow-up has been done with professors who are below expectations.

*Updated June 30, 2017*