Unit Leader—Roles and Responsibilities

The Unit Leader is responsible for the overall content and overall delivery of the Unit by ensuring that each content area within the unit is properly looked after by its assigned Content Expert(s). In cooperation with the opposite stream’s counterpart, the Unit Leader is responsible to ensure that objectives and evaluations (examinations) are equivalent in French and in English (while objectives must be identical, delivery of the curriculum can vary between the language streams when necessary). In many cases, the Unit Leader will act as the liaison person between UGME office and the Content Experts/Faculty. In the event that a Content Expert is not available for a specific content area, the Unit Leader then becomes responsible for the proper planning, recruitment and delivery of said content area.

Functions
Some important tasks include but are not limited to:

1. Attend Promotions Committee meetings for your unit
2. Attend a minimum of 50 percent of required committee meetings.
3. Represent the unit by attending the Pre-clerkship Committee
4. Chair Unit Committee meetings for your unit
5. Ensure overall objectives, content and delivery are correctly looked after by the appropriate Content Expert(s) each academic year
6. Ensure recruitment of each section of your unit is properly looked after by the assigned Content Expert(s) and provide assistance as requested
7. Ensure all examinations for the unit are properly created within the posted deadlines
8. Ensure the creation of 15 percent new summative examination questions every year
9. Provide formative assessments
10. Ensure an overall continuous quality improvement of your unit from year to year
11. Review unit and teacher evaluations and ensure that content experts address all identified issues as required
12. Collaborate with and respond to in a timely fashion to requests submitted by the Liaison Officer

13. Ensure that all Content Experts within your unit properly fill their roles and complete the tasks required of them within the posted deadlines. Report any issues related to Content Experts not respecting these guidelines to the Directors of Pre-clerkship and/or the Vice-dean of Undergraduate Medical Education for further follow-up.

**Specific duties and responsibilities:**
As a Unit Leader, you are required to attend certain meetings as well as chair others. These meetings include but are not limited to:

**As an attendee:**

1. Pre-clerkship Subcommittee Meeting (mandatory meeting held approximately every two to three months throughout the academic year)

2. Mid-term Promotions Committee Meeting (mandatory meeting held 1–2 weeks following a mid-term examination within your unit)

3. Final Promotions Committee Meeting (mandatory meeting held 2–3 weeks following a final examination within your unit)

4. Curriculum Content Review Committee (CCRC) (attend this meeting only when necessary to present and request approval for any and all changes made to the content, scheduling, format and structure of your unit following the post-unit and planning meetings before they can be applied)

**As meeting Chair:**

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

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

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

Unit Leaders are also responsible for certain key aspects of the curriculum within their unit such as:

**Objectives:**

Ensuring proper implementation and maintenance of the specific learning objectives is the responsibility of the Unit Leader. Objectives should be reviewed yearly by Unit Leaders with
assistance from Content Experts and formatted as per the template suggested by the faculty. The Unit Leader will discuss the objectives with students and facilitate their use by teachers during curricular delivery. Proposed changes to the objectives must be discussed with the Unit Committee and submitted prior to the prescribed deadline to the Director of Curriculum Content who will bring the request forward to the Curriculum Content and Review Committee (CCRC) for further approval.

Curricular Delivery:

Unit leaders are responsible for the content of the Unit and the delivery of the curriculum. Leaders will meet with the students on the first day of the Unit to orient students to the Unit content, objectives, to provide evaluation/examination details and to receive feedback. Unit Leaders should be available to students throughout the Unit if questions or concerns arise.

Examinations:

The Unit Leaders are responsible for all components of the unit examination. The following steps should occur according to the calendar of operations set by the Undergraduate Medical Education Office:

1. Approve any new exam questions submitted by teachers and or Content Experts throughout the unit.

2. Select existing questions to be used on upcoming examinations based on a predetermined blueprint provided by the Director of Evaluation and derived from learning objectives. Examinations should be significantly different from previous years with at least 30% new MCQs (multiple choice questions) and 50% new CDMQs (clinical decision making questions).

3. Prepare an examination breakdown for each examination which will then be provided to students prior to the exam.

4. With assistance from Content Experts, fill out the remainder of the examination with new questions.

5. Review of the examination in both languages after translation to confirm equivalency of the questions between streams.

6. Provide final approval of the version of the exam to be printed as well as the answer key which will be used for correction.

7. Coordinate correction, if necessary for any components of the examination containing written answers (as opposed to answers selected from a list, i.e. multiple choices).
8. Attend Promotion Committee meeting after each examination to approve results as well as determine, with the Director of Evaluation, the overall quality of the examination and if any adjustments are required.

9. When required, provide feedback to students regarding the examination either via a structured examination review or a written communication to the class.

10. Respond to students’ requests for examination remarking as per faculty and university regulations

11. Proceed in the same manner for the supplemental/deferral examination, if applicable.

Other specific duties and responsibilities:
Prior to the Unit:

1. Ensure that a Unit committee is formed and includes all necessary stakeholders (i.e. Directors, Content Experts, student representatives, faculty members, other required members) and organize periodic meetings for this committee through the UGME office/Liaison Officer.

2. Act as Chair of the Unit Planning meeting, ensure effective collaboration by Content Experts in the planning and revision of the unit section objectives and content. Approve any request for changes in the predetermined Unit schedule to be brought to CCRC for final approval.

3. Ensure all scheduling is finalized following the Unit Planning meeting and present any changes made to the unit to the Curriculum Content Review Committee (CCRC) for approval.

4. Ensure that all Content experts have revised the list of library resources for their individual sections of the Unit to the UGME office as well as yourself at least 2 months prior to the start of the unit.

5. Once planning of the unit is finalized and approved, ensure all Content Experts are aware of their responsibilities pertaining to the unit as well as the deadlines by which each responsibility must be looked after.

6. Assist Content Experts in the recruitment of new teachers as needed and ensure completion of required recruitment by the posted deadline.
7. Ensure Content Experts are aware ahead of time of what is required for their portion of all examinations throughout the unit.

8. Oversee the complete creation process for the mid-term examination (if applicable).

9. Facilitate the implementation and overall delivery of the content within your Unit as required.

10. Receive and process any requests for scheduling and/or content changes within the unit submitted after the Unit Planning meeting and approval process have been completed. Forward changes requiring further approval to the Director of Curriculum Content.

**During the Unit:**

1. Receive and process any requests for scheduling and/or content changes within the unit requested by Content Experts submitted during the unit. Forward changes requiring further approval to the Director of Curriculum Content.

2. Call for unit committee members to attend a mid-unit meeting to address any unfinished planning related to the later parts of the unit (optional for longer units).

3. Fulfill or assist with any Content Expert duties in the event that they are not available and a replacement could not be recruited.

4. Oversee the complete creation process for the mid-term 2 examination (if applicable) and FINAL examination.

5. Continue to facilitate the implementation and overall delivery of the content within your Unit as required.

6. Meet students as needed.

7. Receive and process any requests for scheduling and/or content changes within the unit submitted after the unit has already started. Forward changes requiring further approval to the Director of Curriculum Content.

**After the Unit:**

1. Review all evaluations of teachers from the entire unit included in the evaluation reports received and provide direct feedback to regarding any inappropriate/non-constructive comments to the Evaluation Review Committee for discussion. Ensure proper follow-up is carried out by Content Experts with teachers identified by the
committee and carry out this follow-up in the even that a Content Expert is the person identified as being below expectations.

2. Review all evaluations of the unit contained within the evaluation reports received and ensure the Content Experts carry out the necessary steps for improvement where needed.

3. Act as Chair of the Post-unit meeting, ensure effective collaboration in the discussion by Content Experts while taking into account any peer and student feedback presented and ensure a clear plan is outlined and understood by each Content Expert indicating what will be brought to the Unit Planning meeting for approval.

4. Ensure timely corrections of the relevant section of the final examination are looked after by appropriate Content Experts when necessary as requested by the UGME office.

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