

Academic Support Team Model

This document serves to highlight the responsibilities of each tier of course support for QBS courses. Course Directors, Post Docs, and TAs work together to provide quality education to Dartmouth students. Within this team model, each position serves an important role. Understanding the delineations will hopefully help each member tailor their support to reach optimal outcomes for both students and the academic support team.

I. Course Director (.20FTE or 384hrs per yr) Effort calculation [HERE](#)

- Responsible for the content, organization, and delivery of course
 - Responsible for defining course learning objectives, course expectations and evaluation metrics and clearly communicating these to students, including through a comprehensive syllabus
 - Primarily responsible for creating and delivering course content to support students in meeting the course learning objectives, including lectures and student work such as problem sets and projects; the course director may closely mentor the post-doctoral fellow in the creation and delivery of course content as described below.
 - Primarily responsible for creating student evaluations of course learning objectives, such as examinations, projects or reports; the course director may closely mentor the post-doctoral fellow in the creation and delivery of course content as described below.
 - Responsible for evaluating students' mastery of course learning objectives and providing feedback on that mastery to students through quantitative or qualitative feedback on coursework and term grades; Post-doctoral fellows and TAs may play a substantial role in course grading under the direction of the course director and with guidance on grading such as a detailed answer key or rubric.
 - Responsible for soliciting course feedback from students, post-doctoral fellows and TAs and making necessary course improvements.
- Responsible for oversight of academic support group (Post Doc Fellows & TAs)
 - Responsible for defining and communicating responsibilities and expectations to Post Doc Fellows and TAs
 - Responsible for evaluating Post Doc Fellows and TAs for their comprehension of and ability to tutor students on course concepts.
 - Responsible for overseeing grading to ensure that it is accurate, fair and timely.
 - Responsible for providing and soliciting performance feedback to Post Doc Fellows and TAs
- Responsible for managing all student grievances/academic integrity issues

II. QBS Post Doc Program: (20hrs per week _ .50FTE)

- ❖ Eligibility: taken course(s) or have sufficient knowledge of the material as assessed by the course director
- ❖ Purpose: to provide Post Doc with pedagogical experience as well as provide academic course support

- ❖ QBS to support .50 FTE of current or new post docs (20 hrs per week)
- ❖ Supports the equivalent of 2 courses for 3 separate terms or 6 courses total

- ❖ Required Responsibilities:
 - Review and master course material; attend lectures as specified by the course director(s) OR review content weekly to be effective
 - Provide feedback on course design and course materials (handouts, assignments, exams) as requested
 - Grade course work such as problem sets, exams, projects under direction of course director
 - Provide timely responses to TAs and students
 - Hold regular office hours
 - Lead Problem Sessions /Recitations/Labs as requested by course directors
 - Work effectively as a team member with course director, other post docs and TAs
 - Provide feedback about the impact and effectiveness of course delivery on the student learning experience

- ❖ Optional Responsibilities to be agreed upon by both course director and Post Doc
 - Deliver lectures (maximum 1/10th of total course lectures)
 - Design content for lecture(s) that the course director provides feedback on and approves; deliver lecture(s) that the course director observes and provides feedback on
 - When the course director needs a substitute, deliver lecture(s) using content created by the course director.
 - Course director should be available for questions and office hours concerning any lectures delivered by the Post Doc
 - Create course materials such as course slides, problem set or exam problems; course director should provide feedback on and approve

III. TA Responsibilities: (10hrs per week)

- Review and master course material; attend lectures as specified by the course director(s) OR review content weekly to be effective
 - Grade course work such as problem sets, exams, projects under direction of the course director
 - Provide timely responses to students
 - Hold regular office hours
 - Work effectively as a team member with course director, other post docs and TAs
 - Provide feedback about the impact and effectiveness of course delivery on the student learning experience
- Expected weekly commitment to a course is 10 hrs per week

**Teaching Assistants are not expected to lecture or prepare lectures.

**Faculty are expected to provide solutions for homework and exams and/or grading rubrics to assist with grading