COORDINATOR OF ADJUNCT INSTRUCTORS
- Recruitment and interviews with applicants
- Facilitate HR process
- Scheduling and placement of adjunct instructors in eligible courses
- Provide orientation to GSS and Fordham University
- Oversee Course Leaders work performance
- Monitor teaching observations and evaluations
- Coordinate student appeals and grievances
- Report to Associate Dean for Academic Affairs

PROGRAM DIRECTORS (LC, WC, Online, Molloy)
- Work collaboratively with the Faculty Course Mentors and the Coordinator of Adjunct Instructors
- Collaborate on schedule course times and placement if adjunct instructors
- Coordinate student appeals and grievances
- Monitor student conduct and progress
- Conduct administrative reviews
- Coordinate training for LMS (online)

FACULTY COURSE MENTORS
- Maintain master syllabus
- Report to Chair of Sequence
- Train and provide oversight of Course Leaders on course content
- Conduct teaching observations of Course Leaders

COURSE LEADERS
- Supervise approximately 5 adjunct instructors
- Train adjunct instructors on course content
- Conduct 3-4 sessions with Adjunct instructors throughout the semester
- Conduct in-class observations
- Report to Faculty Course Mentor on issues related to course content
- Report to Program Directors on administrative issues