

Memo

College Workload Monitoring Group

To: **All Deans & Academic Officers**
From: Catherine J. Brown & Terry Heittola (co-chairs, CWMG) Ext: **1628 / 1619**
Date: November 8, 2006
Subject: **Lead Teacher Definition**

Recent discussion at CWMG indicates that the definition of Lead Teacher has evolved again. This position historically was a subject expert who coordinated delivery of converged courses. This expanded later to include multiple sections of the same course delivered across program areas.

CWMG would like to update the definition to the following:

A Lead Teacher provides academic leadership to a group of faculty delivering the same course to facilitate appropriate and consistent academic standards.

The course may be a converged course, multiple sections of a course delivered across programs areas, or multiple sections of a course delivered by different faculty within the same programs area. Duties include facilitating discussion amongst faculty to exchange information, share materials, and ensure the evaluation is relatively consistent. A minimum of .75 hours per week should be allotted to Lead Teachers under complementary time; the hours assigned may be negotiated between the Dean and the Lead Teacher where circumstances require more time. If you have any questions please do not hesitate to contact us.