

Guideline: BN Programs Course Lead Role

The Course Lead facilitates the effective delivery and evaluation of a course within the collaborative Bachelor of Nursing (BN) Programs between Lethbridge Polytechnic and the University of Lethbridge.

At the University of Lethbridge, the Course Lead role is voluntary. At Lethbridge Polytechnic, the role is assigned by the Associate Dean of Health Sciences.

Faculty may choose to rotate out of the role or step down after a reasonable period. The time commitment associated with the role may vary depending on course size, complexity, and number of instructors, and should be considered within workload discussions.

The Course Lead works collaboratively with all instructors assigned to the course, where appropriate, to support mentorship and succession planning. Within the BN Programs, a Co-Course Lead model is encouraged to support interested faculty in learning course processes and mentorship responsibilities prior to assuming the role in a subsequent year or term.

The scope and time commitment of the Course Lead role are reviewed annually. This is a non-administrative role and does not include managerial responsibilities.

Role Boundaries

Course Leads:

- Do not supervise faculty
- Do not evaluate faculty performance
- Do not make unilateral curriculum or assessment changes
- Do not assume administrative or managerial authority

Responsibilities

In collaboration with teaching team members, the responsibilities of the Course Lead may include, but are not limited to:

COURSE-RELATED ON BOTH INSTITUTIONAL CAMPUSES:

- Facilitate the development, revision, and assembly of course materials in accordance with established processes within the teaching team
- Facilitate regular (term and annual) team reviews of course delivery, assessments, and expectations to ensure alignment with course outcomes and curricular goals
- Ensure course content is reviewed for alignment with program outcomes, entry-to-practice competencies, and the approved curriculum
- Facilitate the development and revision of course documents, including the syllabus, course guide, learning objectives, assessments, and teaching materials

- Support the organization of course-related supplemental activities and events in collaboration with the teaching team
- Ensure course outlines and course guides are submitted each term by required deadlines to Program/Administrative Assistants
- Collaborate with other Course Leads to support effective program delivery and integration of praxis opportunities
- Promote regular communication and annual meetings between teaching teams of related courses
- Encourage student and faculty feedback through midpoint and end-of-course evaluations
- Facilitate an annual review of course delivery to evaluate achievement of outcomes and curricular goals
- Facilitate completion of a course report at the end of each term or academic year, as applicable, to support ongoing program evaluation and quality improvement initiatives

LETHBRIDGE POLYTECHNIC SPECIFIC:

- Ensure that textbooks and laboratory support (e.g., Simulation Hub) are selected, ordered, and accessible to both faculty and students.
- Ensure the availability of appropriate spaces for examinations and in-person proctoring.

UNIVERSITY OF LETHBRIDGE-SPECIFIC:

- Ensure that textbooks, resource materials, classrooms, and laboratory support (e.g., Simulation Health Centre) are selected, ordered or booked, and accessible to both faculty and students.

COURSE LEAD FACULTY-RELATED ROLE ON BOTH INSTITUTIONAL CAMPUSES:

- Facilitate the orientation of new faculty members to the course
- Facilitate the assignment of informal mentors in consultation with the teaching team
- Facilitate regular course team meetings to ensure consistency in course delivery, assessment standards, expectations, and evaluation practices
- Ensure all team members have access to the learning management system (LMS) and required course resources (e.g., online texts and materials)
- Provide direction, guidance, and support to the course team by fostering collaboration, maintaining accountability, and ensuring effective curriculum delivery aligned with program goals
- Communicate relevant course updates to BN Programs committees, either through direct participation or via a designated representative
- Ensure this role is appropriately reflected within workload allocations
Inform the BN Programs Curriculum Committee of relevant course updates (e.g., assessment changes, textbooks, interprofessional education initiatives)
- Encourage active participation of all team members in course planning and delivery

For the most current policy information, always refer to the official NESA BN Program Guidelines and Forms Website: <https://www.ulethbridge.ca/healthsciences/policies>

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