

Duties and Responsibilities of a Content Expert

General responsibilities include:

- Unit Executive Committee Member
- Preclerkship Committee Member

Specific responsibilities include:

Prior to the Unit:

- Attend all unit executive committee meetings and collaborate in the planning and revision of the unit section objectives and content.
- Confirm tutors / lecturers at least 2-3 months before unit begins.
- Recruit new teachers and tutors as necessary.
- Facilitate the confirmation process of new teachers and tutors having a Faculty Appointment.
- Send list of teachers / tutors to Unit Leader, including their contact information, Department and Division.
- Facilitate the implementation and overall delivery of the content section of the Unit.
- Provide the list of library resources for their section of the Unit to the Unit Leader.

During the Unit:

- Writes the required number of exam questions, whether it be midterm or final (following guidelines from the Unit Leaders) in a timely fashion using Questionbank.
- Meet with students as necessary.

After the Unit:

- Ensure timely correction of the relevant section of the exam as requested by the Unit Leader.
- Develop plans for changes / improvements for following year as requested by the Unit Leader.
- Work with unit executive committee to plan changes to unit as necessary.