**School of Psychology**

**Module Convenor Duties**

**Responsibility for:**

* Development, design and delivery of the module in line with University teaching and learning strategies and policies and in liaison with the Programme Convenor.
* Management of the module including administrative duties required in the professional delivery of teaching. This will include the production of up-to-date module materials, adherence to quality assurance procedures and production of teaching plans for any ATs involved in teaching on the module.
* Organising and overseeing module assessment procedures in line with University and School teaching and learning policies.

**On an annual basis:**

* autumn term, set/collate exam, resit and sample questions for the exams period.
* spring term, check module description, assessment and teaching methods for the forthcoming academic year. Assessments cannot be changed during the academic year as students can be disadvantaged if dates or details change after printing.
* summer term, check draft timetable for forthcoming academic year

**Previous term/Before the module starts:**

* Check teaching slots are timetabled correctly and that other lecturers are added.
* Check assessment details are generated in Sussex Direct (including renegotiating minor changes due to timetabling).
* Check marking arrangements and deadlines for all coursework. Ensure that the office are aware of marking processes.
* Prepare a module handbook; see the module handbook template for what must be included. Readings should be specified by week (or topic), and divided into essential and background readings. Mount on study direct site, and send to the office for mounting on the school website.
* A copy of the reading list should be given to the library using the online request form. Liaise with library and bookshop about book requirements, if applicable.
* Set up study direct site and upload module materials.
* Consider use of a study pack or online readings – ensure all essential readings are readily available.
* Check disability information for students registered on the module. Check that standard reasonable adjustments have been met and any special arrangements.
* If the module involves ATs: appoint and follow convenors checklist for Associate tutors

**Teaching term:**

* Ensure that lecture slides are available on the study direct site at least 24 hours in advance.
* Record all lectures using Echo 360, where available.
* Answer module queries during office hours, by email and on module forums.
* Alert students to any problems that arising during the running of the module.
* Mark (or check marking of) assessment ensuring 15 working day return to students.
* Enter (or check entry) of CWK individual and generic feedback
* Maintain study direct site, checking forum posts at least twice per week.
* Enter (or check entry) of student attendance records
* If applicable: support and mentor associate tutors
* If applicable: delegate assessment marking to tutors

**After the module has finished:**

* Complete module evaluation summary form. Consider revisions to delivery, teaching methods and assessment for next teaching committee meeting.
* Enter (or check entry of) modulework marks & feedback, release marks to students, confirm, conflate and send to exams.
* Enter (or check entry of) student tutorial reports.
* If applicable: Debrief ATs (see convenors checklist for ATs)