The Topic Coordinator:

- is responsible for the planning, teaching, assessment and overall management of the topic;
- consults, as necessary, with the Head of Department or the Section Coordinator (in the case of Cultural Studies and Languages) and with other colleagues about the management of the topic;
- facilitates and oversees participation of full-time, part-time and casual staff in the teaching and assessment of the topic;
- prepares topic materials in accordance with the School’s guidelines;
- is responsible for the preparation and distribution of the topic’s Statement of Assessment Methods;
- arranges for, and coordinates, reviews of the topic as required;
- is available to students and all staff who wish to discuss issues related to the topic and its delivery;
- in consultation with the Director of Studies, is responsible for the publicity material relevant to the topic.

Earlier draft modified and approved at Humanities Executive Committee meeting and at Humanities Teaching and Learning Committee meeting, both 22.09.03.