

# College of Pharmacy MANAGEMENT FOR COURSE REVIEW

**Related Policies**

College of Pharmacy Course Review Policy

**Effective:** *February 2008***Last Updated:** *September 18, 2009***Responsible University Officer:**

*Senior Associate Dean, Professional Education*

**Policy Owner:**

*Educational Policy/Peer Review Committee*

**Policy Contact:**

*Director, Professional Curriculum*

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## Procedure

The Division of Professional Education is responsible for management of the Course Review Process, as directed by Policy, Procedures and EPC. The Division will:

- Maintain a website with policy/procedures information, forms and contacts,
- Monitor the Course Rotation Schedule,
- Initiate the process with Course Directors, supplying instructions, forms, course evaluation data and the Course Map,
- Track completion of Reports and Reviews, following up with individuals and group as needed,
- Distribute Reports, Reviews and Evaluations and maintain archives of these documents,
- Maintain and update policies, forms and instructions,
- Compile efficiency and effectiveness data,
- Assist in the Quality Assurance process.