Appendix 2
to Procedures for Development,
Revision and Approval of Course Syllabuses

Responsibilities of the Parties to the Approval Process for Course Syllabuses

No	Position	Role	Duties
1.	Faculty	Developer Assistant	A faculty member responsible for the course in the next academic year as per the distribution of teaching loads at the department/subdivision, or another faculty member appointed by the head of the department/subdivision. The faculty member is the actual developer of the syllabus holding responsibility for it. The developer is responsible for the content of the syllabus, its timely development and revision following recommendations. Failure to upload the up-to-date syllabus to the course database on the HSE corporate portal (website) by the deadlines stipulated in Clause 9.3 of the Procedures constitutes violation of the employment agreement and can lead to disciplinary action.
2.	Employee responsible for syllabuses at the department/ subdivision	Employee responsible for syllabuses at the department/ subdivision	Appointed by the head of the department /subdivision. Responsible for checking if the CS is formatted correctly, if its properties fit with the working curriculum, if the online form in the CS module of LMS is filled in correctly; assigning the statuses *Reviewed by a representative of the department/subdivision* or *To be revised upon review by a representative of the department /subdivision*, *Reviewed by the department /subdivision* or *To be revised upon review by the department/subdivision*; including the reviewed syllabuses into the agenda of a department meeting; notifying the developer and faculty members who specialize in the given domain of the date of a department meeting; reminding the developer that the syllabus must be developed or revised following recommendations; distributing and redistributing syllabuses to CDC professional panels.
3.	CSU employee	Employee responsible for syllabuses at the	Appointed by the head of the Curriculum Development Office. Responsible for issuing a directive on open optional courses; assigning the

		Curriculum Development Office	status *Approved by CDO* or *To be revised upon review by the CDO representative* in the CS module of LMS; appointing a CS reviewer; reminding the developer that the syllabus must be developed or revised following recommendations.
4.	Head of the department/ subdivision	Head of the department/ subdivision	Responsible for CS approval at the department/subdivision, and for distributing and redistributing CS to CDC professional panels.
5.	Secretary of the CDC professional panel	CDC Secretary	Responsible for including CS approved by the department into the agenda of a panel meeting; notifying the developer and reviewer of the date of the meeting; assigning the status *Endorsed by the CDC professional panel* or *To be revised upon review by the CDC professional panel* in the CS module of LMS.
6.	Chair of the CDC panel	Chair of the CDC panel	Responsible for CS review by the CDC professional panel; presenting the CS to the panel; appointing a CS reviewer from the CDC.
7.	Secretary of the Academic Council	Secretary of the Academic Council	Responsible for including CS approved by the CDC professional panel into the agenda of a Council's meeting, and assigning the status *Registered by the Academic Council* or *To be revised before registration* in the CS module of LMS.
8.	Chair of the Academic Council	Chair of the Academic Council	Responsible for the review of the syllabus by the Academic Council, and its registration at the Academic Council
9.	CDC reviewer	CDC reviewer	Responsible for evaluating the structure, relevance and content of the CS, and writing a review of the CS.
10.	First Vice Rector	First Vice Rector or Vice Rector (for academic domain)	Responsible for approval of syllabuses of open optional courses
11.	Administrator of the CS module in LMS	Administrator of the CS module in LMS	Responsible for assigning roles in the CS module of LMS; granting access permissions (reviewer, expert) to the CS; managing the statistics log; structuring the CS development and approval process through LMS.
12.	CSU employee	Administrator of the CS module in LMS	Responsible for assigning a developer to the course in the CS module of LMS.