

Course Supervisor Appointments, Benefits and Payroll

Course Supervisor Role

All courses offered through CODE have a supervisor assigned to them. Overall, the supervisor's responsibility is to ensure that academic and instructional standards are upheld in distance education courses. Course supervisors (CS's) work closely with tutor-markers (TM's), who often are graduate students, to facilitate online courses. Your TM(s) will be your students' main direct contact and are responsible for day-to-day oversight of the course and student progress. You are encouraged to communicate with your TM(s) throughout the term though to ensure they are performing their duties to your standards. Make sure your TM(s), particularly new ones, know you are there to support them and are available to answer question if issues arise.

Course Supervisor Overview:

- **Review** all course materials in order to advise your TM(s) of your expectations.
- **TM Office Hours:** Advise your TM(s) of your expectations for their virtual office hours and student response times.
- **Turn around time:** Advise your TM(s) when grading of assignments and exams needs to be completed.
- **Final Grades:** As Supervisor you check the grade distribution based on department policy and submit the final grades for departmental approval.
- **Grading Expectations:** Discuss assignment grading expectations with your TM. Go over grading rubrics for assignments and set marking turn around timelines.
- **Exam Invigilation:** CODE course supervisors are expected to invigilate mid-term and final exams.
- **Student Issues:** It is your responsibility to deal with student issues such as plagiarism or unacceptable behaviour towards the TM or other students. **Tutor-marker's are not responsible for dealing with plagiarism issues.**
- **TM Workload:** Oversee TM work hours. Conduct a mandatory workload review.
- **SIMS:** At the end of the course, examine the grade distributions then enter final grades in SIMS.
- **TM Evaluation:** Complete an end-of-course evaluation of your TM(s).

TSSU Benefits Plan

Members of the TSSU (Teaching Support Staff Union) are eligible to receive medical and dental benefits.

You must apply for benefit coverage. Benefit information and application forms are located on the TSSU section of the [SFU Human Resources](#) website.

Pay Frequency and Method

- **TSSU CS**

If you are a TSSU course supervisor, your appointment spans 8.5 pay periods and you will be paid bi-weekly on [regular SFU paydays](#).