Department Chair Access to Courses in the Learning Management System
TAMU-CC College of Education and Human Development
(Last revised July 1, 2020)

Summary

This policy outlines the responsibilities and process associated with a department chair gaining access to department faculty courses in the Learning Management System (LMS; Canvas).

Policy

1.   RESPONSIBILITIES

    1.1.   Department Chair

        1.1.1.   Each department chair has the ability to add themselves to any course offered in their department to review course activity, ensure academic continuity, or evaluate faculty teaching.

        1.1.2.   If there is an academic need to have higher-level access to a course (e.g., to enter grades), the department chair must secure approval from their dean and request the additional access from Information Technology.

        1.1.3.   A department chair shall only add themselves to a course as appropriate and may not add other faculty/College staff members to a course on their behalf.

    1.2.   Office of the Dean

        1.2.1.   The Office of the Dean will provide the Office of the Provost with a list of the College's department chairs at the start of each long semester and any time there is a change of a department chair.

    1.3.   Office of the Provost

        1.3.1.   The Office of the Provost will provide the LMS Coordinator with a list of all of the Colleges' department chairs at the start of each long semester and any time there is a change of a department chair. The LMS Coordinator will update the role of chairs in the LMS to allow for access to their department's courses in the LMS.

2.   PROCESS

    2.1.   The process of accessing a course in the LMS will normally be initiated by the department chair for a specific reason (e.g., assess alignment with the

College's academic continuity plan). Under normal circumstances, the department chair shall:

    2.1.1.   Notify the faculty member in writing at least one (1) business day prior to accessing the course;

    2.1.2.   Discuss feedback with the faculty member as appropriate; and

    2.1.3.   Share any academic continuity concerns with the dean.

2.2.   In emergency situations, the department chair may access a course to assist with the continuity of the course without advanced notice to the faculty member. The department chair shall attempt to contact the faculty member regarding accessing the course as soon as feasible.

3.   FACULTY RESPONSE

If a faculty member has a concern with the access request or any resulting comments or concerns, established College processes and University Procedure 32.01.01.C0.01 (Complaint and Appeal Process for Faculty Members) should be followed.