ACUITY INSIGHTS

Curriculum Roles & Responsibilities Map - Template

Use this template as a starting point to define ownership, reduce delays, and build accountability across your curriculum processes. The template outlines common MedEd roles, their mapping responsibilities, recommended system permissions, and key collaboration points—so your team can move from ambiguity to clarity.

Role	Key Responsibilities	System Permissions (Recommended)	Collaboration Touchpoints
Curriculum Dean / Academic Leadership	Set curriculum strategy and alignment with institutional goals; approve high-level changes	Read/Write access to all curriculum layers; approve workflows	Curriculum Committee, Accreditation Lead, Course Directors
Curriculum Committee Chair	Oversee curriculum governance; review and endorse mapping frameworks and changes	Write access to committee documentation; approve proposals	Curriculum Dean, Course Directors, Accreditation Lead
Curriculum Manager / Administrator	Maintain the curriculum database; manage mapping workflows and version control	Admin access to mapping system; manage users and workflows	All curriculum stakeholders, IT/EdTech
Course Director	Map course-level objectives to program-level goals; validate instructional methods and timing	Write access to course-level mapping; comment on alignment	Faculty, Curriculum Manager, Assessment Lead
Assessment Lead	Ensure assessments align with mapped objectives; track outcome data	Write access to assessment objectives; view performance data	Course Directors, Curriculum Manager, Accreditation Lead
Faculty Instructor	Tag sessions and instructional materials with relevant objectives and competencies	Limited write access to session-level mapping fields	Course Directors, Curriculum Manager
Accreditation Lead	Audit mapping completeness and consistency; prepare documentation for accreditation (e.g. LCME)	Read/Write access to reports; export accreditation data	Curriculum Dean, Curriculum Manager, LCME Coordinators
IT / EdTech Support	Maintain access and functionality of curriculum mapping platform; support integrations	Admin access to backend system configuration	Curriculum Manager, Vendor Support, Data Analysts