



Policy Title:	Program Coordinator
Policy Number:	ACAD-115
Revision Date:	November 2014
Policies Superseded:	112; ACAD-112
Policy Management Area(s):	Faculty Senate

SUMMARY:

The position of Program Coordinator will be filled by an internal or external search. The scope of the search will be determined by the Dean.

POLICY:

I. POLICY

To ensure the highest quality of program management for academic programs, the following qualifications apply to individuals holding the position of Program Coordinator:

- A. The position of Program Coordinator will be filled by an internal or external search. The scope of the search will be determined by the Dean.
- B. An individual holding faculty rank is assigned this responsibility. It is preferred that the faculty member hold tenure.
- C. A Program Coordinator is expected to have a strong background in the discipline.
- D. The Program Coordinator is expected to participate in regular meetings and programs at the University to assist in carrying out the responsibilities of the position.
- E. A terminal degree in a teaching discipline for one of the fields represented within the department and a record of teaching, scholarship and service are required.

II. TERMS OF APPOINTMENT

- A. The appointment is recommended by the Dean of the College to the Provost/Senior Vice President for Academic and Student Affairs.
- B. The appointment may be terminated at any time by the Dean.

III. RESPONSIBILITIES

The Program Coordinator reports to the Chair of the Department, or the Dean, or the School Director, as appropriate, within the College of the particular academic unit and is generally responsible for:

- A. coordinating academic advisement for students in the program;
- B. coordinating annual program assessment activities;
- C. preparing an annual assessment report for the Dean;
- D. coordinating curriculum, program review, revisions, assessment, and accreditation; and
- E. coordinating marketing and recruitment for the program.