

Title: #IV-13C. Academic Program Coordinator Position Description

Date: February 7, 2008

Academic Program Coordinators will receive an appointment letter at the beginning of their term of appointment indicating their responsibilities as an Academic Program Coordinator. Academic Program Coordinators will receive three credit hours reassigned time and are appointed for programs that offer certificate, associate, or baccalaureate degree programs of study.

General duties and responsibilities of an Academic Program Coordinator include the following:

- Advising students and ensuring that they are matriculating appropriately through the degree program;
- Serving as a liaison with the internal and external community on behalf of the program;
- Preparing preliminary class schedules and recommending to the division chairs appropriate adjunct faculty qualified to teach in the program;
- Monitoring the budget associated with the program;
- Ordering materials needed for the program following approval by the division chair;
- Preparing any reports needed by the institution regarding the program;
- Overseeing the program advisory committee meetings;
- Providing support for those teaching in the program area;
- Orienting new faculty (full-time and adjunct) in the program area;
- Other responsibilities determined by the division chair that are specifically related to the program and approved by the Executive Dean.