

**Rec. # Recommendation**

2013-04-04 The University Senate recommends that the Provost seek continued approval of the Academic Program Coordinator Policy No. 1.5050.

Approved 4/24/2013



**POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.5050

DIVISION: Academic Affairs

TITLE: Academic Program Coordinator

DATE: March 5, 2013

REVISED:

AUTHORIZED: Gordon Emslie, Provost and Vice President for Academic Affairs

**I. Purpose and Scope**

SACSCOC requires that “individuals competent in the field oversee each major or curricular area or area of concentration in undergraduate and graduate degree program in order to assure that each contains essential curricular components, has appropriate content and pedagogy, and maintain currency in the degree.”

Western Kentucky University utilizes the term “Program,” which is equivalent to “field” as described in SACSCOC Comprehensive Standard 3.4.11.

This policy establishes the roles and responsibilities of the Academic Program Coordinator and the procedures through which they shall be selected. It reflects current definitions and practices.

**II. Policy**

A. Definitions

1. A **program**, as defined by IPEDS, is a combination of courses and related activities organized for the attainment of broad education objectives as describe by the institution. The term “program” is equivalent to “field” as referenced in SACSCOC Comprehensive Standard 3.4.11.
2. An **Academic Program Coordinator** is a member of the academically-qualified program faculty with primary responsibility for coordinating curriculum oversight, advising, and program review.

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## B. Qualifications

1. All degree programs and majors must have a faculty member, preferably tenure-eligible, appointed as the Academic Program Coordinator of that program. For degree programs that do not identify a major, an Academic Program Coordinator is required for each curricular area or concentration.
2. The Academic Program Coordinator must hold degree credentials or other qualifications appropriate to the degree, program, or concentration offered.
3. Graduate program coordinators must hold graduate faculty status.

## C. Specific Responsibilities

1. The Academic Program Coordinator's responsibilities include, but are not limited to,
  - i. Providing planning and proactive problem-solving for the benefit of the students and the program;
  - ii. Coordination of curriculum development, revision, and on-going assessment;
  - iii. Providing leadership for program approval, program review, and accreditation;
  - iv. Development and initiation of advising programs for students in the program;
  - v. Coordination of recruitment efforts with the Department Head/Chair, College, Admissions/Graduate Studies & Research;
  - vi. Assistance with orientation information sessions;
  - vii. Assisting the Department Head/Chair with recruitment and support of part-time faculty; and
  - viii. Staying abreast of current issues through professional development activities.
2. Additional responsibilities for graduate programs include, but are not limited to,
  - i. Evaluation, with program faculty consultation, of applicants for admission to the program;
  - ii. Acting as a liaison to the Office of Graduate Studies and Research; and
  - iii. Responding to reporting requirements of the Office of Graduate Studies & Research.

### **III. Procedure**

#### **A. Appointment Procedure and Reporting**

1. The Academic Program Coordinator generally reports to, and is appointed by, the Head/Chair of the department with responsibility for the program in question.
2. In cases where
  - i. the responsibilities of the coordinator are accomplished by the department head; and/or
  - ii. the program is an interdisciplinary program not housed in a specific department,

the Coordinator reports directly to, and is appointed by, the dean of the college in which the program is housed.

#### **B. Duration of Appointment**

There is no specific time limit associated with such appointments; an individual may hold the position of Academic Program Coordinator subject to maintenance of the qualifications necessary to hold the position. The individual to whom the Academic Program Coordinator reports (department head/chair or dean) may make new appointments at any time.

### **IV. Related Policies**

1.4020 Academic Program Review

1.5040 Selection, Appointment, and reassignment of Department Heads/Chairs

### **V. Reason for Revision**