



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.5052
DIVISION: Academic Affairs
TITLE: Academic Program Coordinator
DATE: April 22, 2013
REVISED: November 1, 2015, November 4, 2020
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I. Purpose and Scope

SACSCOC requires that “for each of its educational programs, the institution assigns appropriate responsibility for program coordination.” SACSCOC indicates “there is an expectation that persons responsible for overseeing the curricular content aspects of program coordination are qualified in fields appropriate to the curricular content (and degree level) of the program” and that “the faculty has responsibility for directing the learning enterprise, including overseeing and coordinating educational programs to assure that each contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency.”

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. SACSCOC defines an “academic program” as “a credential as defined by the institution.” A **program** is a combination of courses and related activities organized for the attainment of broad education objectives that leads to a credential. WKU considers undergraduate degrees/majors, graduate degrees, and certificates as programs because the university awards a credential upon completion.
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. Even though coordinators do administrative work, the position is not considered an administrative position (i.e., a department chair/director, dean).

B. Qualifications

1. All degree programs, certificates, and majors must have a faculty member, preferably tenure-eligible, appointed as the Academic Program Coordinator of that program. For degree programs and certificates 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 Chair/Director, College, Admissions/Graduate School;
 - vi. Assistance with orientation information sessions;
 - vii. Assisting the Department Chair/Director 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 Graduate School; and
 - iii. Responding to reporting requirements of the Graduate School.

III. Procedure

A. Appointment Procedure and Reporting

1. The Academic Program Coordinator generally reports to, and is appointed by, the Chair/Director 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 chair/director; 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 chair/director or dean) may make new appointments at any time.

IV. Reason for Revision

November 2015

Non-substantive changes as part of the fifth year policy review per Policy 0.000V Policy on Policies.

November 2020

Non-substantive updates to Section I, Section II.A.1 and Section II.B.1 to reflect changes to SACSCOC Standards and clarify that Academic Program Coordinator is not an administrative position. Updates identified during fifth year review in accordance with Policy 0.000V.

V. Related Policies

1.402V Academic Program Review

1.504V Selection, Appointment, and reassignment of Department Chairs/Directors