

## **KENTUCKY WESLEYAN COLLEGE**

Vice President of Academic Affairs & Dean of the College

### **PROGRAM COORDINATORS**

#### **Appointment of Program Coordinators**

Program Coordinators will be appointed by the Division Chair in consultation with the VPAA, in cases where the program has multiple faculty members. Continuation will be dependent on satisfactory performance of the duties associated with the position. In cases of programs with only one faculty member, these individuals will be responsible for maintaining the integrity of the program. Failure to complete these tasks may lead to recommendations for the elimination of the program.

#### **Responsibilities of Program Coordinators**

##### Role as Program Leader & Advocate

- Encourages program faculty to update their instructional courses and professional background
- Articulates the needs, problems, and views of the program faculty to the Division Chair
- Advocates and justifies program needs to assure the continuation and development of the instructional program
- Coordinates the recruitment of full-time and part-time faculty within the program
- Coordinates the development and evaluation and implementation of curricular programs and plans
- Articulates student requests and recommendations on curricular matters to the program faculty so that the program curriculum is responsive to student needs

##### Administrative Role

- Oversees program course scheduling, including hiring and confirmation of adjunct availability
- Manages the program assessment process and completes the annual assessment report
- Manages the program self-study and coordinates external program reviews
- Evaluates and coordinates credits for transfer students with the Registrar prior to the student's first registration at KWC
- Checks and revise the program catalog copy
- Coordinates the advisement of students, i.e. assigns advisors within the program
- Recommends action on student petitions for waivers, substitutions of courses, pre-requisites
- Develops and maintains accurate records of student outcomes
- Annually evaluates adjuncts via class room observation and/or additional mechanisms as needed and outlined in the faculty By-Laws
- Works with non-tenured faculty to develop their required Professional Development Plan