

PROCEDURE 2.4.2: INSTRUCTIONAL PROGRAM COORDINATOR'S DUTIES & RESPONSIBILITIES

As an instructional program coordinator, you're directly responsible to the dean/chair and/or instructional administrator and are primarily responsible for coordinating the activities related to a particular instructional program.

1. Help your immediate supervisor select and orient faculty (full- and part-time), and provide leadership for instructional improvement.
2. Help your immediate supervisor evaluate non-tenured faculty. (You're not responsible for making employment and retention recommendations.)
3. Maintain a current file of course descriptions and syllabi for all courses in the program.
4. Provide leadership in curriculum development, revision and evaluation.
5. Recommend specific textbooks to the immediate supervisor.
6. Monitor the program budget.
7. Help maintain inventory control of physical property assigned to the program.
8. Hold programmatic meetings as needed.
9. Work with advisory committees and/or outside agencies where applicable and as required by the program.
10. Actively participate in the admission process for students applying to the program where applicable.
11. Submit and monitor program KPIs as part of the strategic planning process, making appropriate changes as needed.
12. Participate in the annual program review process.
13. Help collect classroom assessment reports from all program faculty.
14. Assist in recruitment and retention efforts for the program.
15. Perform other appropriate duties as necessary.

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