

Instructional program coordinators are directly responsible to the Dean/Associate Dean and/or instructional administrator and are primarily responsible for coordinating the activities related to a particular instructional program.

1. Assist the immediate supervisor in selecting and orienting faculty (full and part-time) and provide leadership for the improvement of instruction.
2. Assist the immediate supervisor in evaluating non-tenured faculty. The instructional program coordinator is not responsible for making employment and retention recommendations.
3. Maintain a current file of course descriptions and course syllabi for all courses in the program.
4. Provide leadership in development, revision and evaluation of curriculum.
5. Recommend the selection of textbooks to the immediate supervisor.
6. Monitor the program budget.
7. Assist in maintaining 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 KPI's as part of the strategic planning process, making appropriate changes as needed.
12. Participate in the annual program review process.
13. Assist with the process of collecting classroom assessment reports from all program faculty.
14. Assist in recruitment and retention efforts for the program.
15. Perform other appropriate duties as necessary.