



## **Program Coordinators Responsibilities and Duties**

### Purpose of the Position

The role of the Program Coordinator (PC) is to serve as the primary facilitator in providing services and support for students studying within their respective discipline and to represent their major's interests within the governance structure of the Kelce College of Business. This includes coordinating the instructional activities within their discipline and other vital functions necessary to the delivery of high-quality business education. PCs serve an important service role and are not administrators or supervisors of other faculty and staff members. All faculty members, including those serving as PCs, within the College report to the Faculty Chair. This operating policy is written to define and clarify the primary functions of the PCs in order to delineate the position from the role and responsibilities of the Faculty Chair.

### Responsibilities and Duties

Program Coordinators will:

1. Work with the Faculty Chair to plan curricular offerings and course schedules within their discipline for each academic semester, including summer terms. PCs work together and with the Faculty Chair to coordinate undergraduate course offerings across disciplines. Likewise, PCs work together and with the Assistant Dean for Graduate Business Programs to coordinate graduate course offerings across disciplines. Final course schedules must be approved by the respective Associate Dean for the Undergraduate School of Business.
2. Assist the university's Academic Advising Center personnel in evaluating and making decisions for requested course waivers, special permissions, transfer equivalencies, and other related student enrollment issues involving their discipline's courses or program of study while adhering to university and college policies. Enrollment issues involving courses in the Kelce Core are the responsibility of the Faculty Chair.
3. Assist the Associate Dean for the Undergraduate School of Business in the coordination of student recruitment and retention efforts for students in their respective major. This includes helping host prospective students, signing recruitment letters on behalf of their major, and ensuring appropriate faculty representation at College and University recruitment and retention events that involves their major.
4. Meet regularly with the faculty members in the program (at least twice per semester) to discuss issues related to their program(s) including, but not limited to, recruitment, the number of majors, class enrollments, curriculum and course content, learning assessment, student associations and activities, and the success of graduates. Reports or minutes of these meetings should be provided to the Faculty Chair.
5. Bring forward to the College's Undergraduate and Graduate Curricula Management and Assurance of Learning Committees any proposed changes to courses and curriculum within their discipline.
6. When requested, work with the College's Curricula Management and Assurance of Learning Committees to assist in assessment activities that involve courses within their discipline and major.

7. Advise the Kelce Leadership Team in the allocation of faculty members within their discipline to appropriate College and University committees and task forces.
8. Work with faculty members in their discipline to allocate student scholarships designated for their major.
9. Assist the Associate Dean and Faculty Chair in identifying and hiring adjunct faculty members required to teach courses in their respective discipline. Provide leadership in the recruitment and hiring of new full-time faculty within their discipline.
10. Serve on the Program Coordinators Council (PCC) led by the Faculty Chair to provide advice and counsel to the Kelce Leadership Team (KLT). During the fall and spring semesters, the PCC meets monthly with the KLT. Collectively, the KLT and PCC form the Kelce Leadership Council (KLC) as prescribed in the College Bylaws.

All supervisory, fiduciary, and other managerial functions previously performed by Departmental Chairs are the responsibility of the Faculty Chair and Associate Dean. PCs that are full-time faculty members are not *required* to take on additional *major* service responsibilities beyond those outlined above. All PCs are expected to maintain an appropriate faculty qualification for AACSB accreditation purposes.

#### Eligibility and Appointment

All full-time members of the Kelce General Faculty and academic staff, regardless of tenure-earning status, are eligible to serve as a Program Coordinator. PCs remain eligible to teach during the summer term, and, if appropriately qualified, to receive a Youngman Scholar stipend in accordance with College policies. PCs are expected to maintain their duties and responsibilities anytime they are under contract with the University. When PCs are not under contract, their duties revert to the Faculty Chair and Associate Dean.

Each undergraduate major program will have a PC. Small and/or closely related programs may be combined under one PC at the discretion of the Dean. PCs are recommended by the Faculty Chair, appointed by the KLT, and serve at the pleasure of the Dean. PCs serve three-year staggered terms which are renewable. When vacancies occur, faculty members in the respective discipline may select a nominee and present that name to the Faculty Chair for consideration. Disciplines may determine their own method of selecting a nominee, but it is expected that the responsibility of serving as a PC is shared over time by all eligible members within the discipline.

#### Compensation

In recognition of the special duties and responsibilities of the PCs, an annual compensation of \$2,500 is provided for their service. This stipend will be paid from the Youngman Endowment and may be taken in one of four ways; 1) Directly paid as a personal stipend during a summer term, 2) Set aside as a personal professional development account for travel and other professional expenses as approved by the University, 3) Set aside for operating expenses or special needs of their respective discipline and major, or, 4) Any combination of the first three options that does not exceed the \$2,500 limit. Each PC must notify the Dean's Office of their compensation choice prior to the start of each academic year.

#### **Accepted:**

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Signature

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Discipline

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Dates of Term

#### **Approved:**

\_\_\_\_\_  
Faculty Chair

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Associate Dean for the Undergraduate School of Business

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Dean, Kelce College of Business

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Date of Agreement