

Selection and Responsibilities of Faculty Directors and Academic Program Coordinators

Please review the [Requirements for Appointment and Compensation of Supplemental Administrative Assignments for Faculty](#) for general appointment, compensation and release time guidelines.

The process to select Faculty Directors and Academic Program Coordinators at The University of Texas Rio Grande Valley follows the College By-Laws, where applicable. In the absence of a process described in the College By-Laws, the Director/Chair of the School/Department housing the academic program makes a recommendation of a faculty member to serve as the Academic Program Coordinator to the Dean of the College. In the case of a graduate program that serves the College and is not solely encompassed in a specific School or Department, the Dean will appoint a faculty member to serve as the Faculty Director. The Dean will approve all appointments and notify the Office of the Executive Vice President and Provost. Under either process, the Faculty Director or Academic Program Coordinator must be academically qualified, as specified by SACSCOC, in their discipline and is expected to be a tenured faculty member.

In general, the Faculty Director or Academic Program Coordinator has responsibility for program coordination as well as for curriculum development and review. More specifically, the responsibilities may include but are not limited to:

- Assure that the program reflects best practices of the discipline.
- Assist with the development of program goals and objectives.
- Oversee curriculum development, review, and changes with program faculty.
- Coordinate review and submission of proposed curricular changes to the Undergraduate Committee or the Graduate Committee.
- Coordinate the development and tracking of student learning outcomes.
- Verify continuous program assessment.
- Conduct program review activities and apply findings to program improvement.
- Verify that academic programs meet accreditation requirements, if applicable.
- Oversee student recruitment into the program.
- Monitor statistics on enrollment, retention, and graduation.
- Review program metrics with faculty to enhance student success.
- Assist in articulation of courses with other colleges and universities.
- Collaborate with department chairs, associate deans, and the dean to address program needs and resolve program concerns/issues.
- Provide input into class schedules and class rotation system.
- Review and edit the student catalog.

- Serve on program relevant committees or task forces.
- Respond to student inquiries about the program.
- Assist with student advisement.
- Review student records/folders periodically.

Dates Reviewed or Revised

Revised: June 26, 2019

Reviewed: November 10, 2021