

Program Coordinator Responsibilities

CI PPS No. 04.01.25

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Sr. Reviewer: Appointed

01. PURPOSE

01.01 The purpose of this document is to outline the roles and responsibilities of the Department of Curriculum and Instruction (CI) Program Coordinators.

02. APPOINTMENT OF PROGRAM COORDINATORS

02.01 The Department Chair, in consultation with the program faculty, will appoint a Program Coordinator for each existing program. Programs are defined as the faculty and coursework related to the granting of specific degrees or entities requiring similar specific duties (e.g., support courses such as ELAR 1300, alternative certification programs, etc.). For example, the undergraduate elementary program is defined as those faculty who teach in the undergraduate elementary program and the courses within the department related to the degree. However, service courses (e.g., Special Education, Reading, Educational Technology, etc.) that may or may not be a part of other degree programs are typically scheduled by the home program (as are courses from other departments that are a part of a degree).

Programs in the Department of Curriculum and Instruction are currently:

- Accelerated Alternative Certification Program, Graduate
- Bilingual/Biliteracy and Bilingual/Bicultural Education, Undergraduate and Graduate
- Educational Technology, Graduate
- ELAR 1300, Undergraduate
- Elementary Education EC-6, Undergraduate
- Elementary Education, EC-6, Graduate
- Elementary Education, Middle Level, 4-8, Undergraduate and Graduate
- Postsecondary Student Success in Learning, Literacy and Mathematics, Graduate
- Reading Education, Graduate
- Secondary Education, Undergraduate
- Secondary Education, Graduate
- Special Education, Undergraduate
- Special Education, Graduate
- Teacher Fellows, Graduate
- Teaching and Transforming Advanced and Gifted Education, Graduate

02.02 Each Program Coordinator may receive one course release during the fall and spring semester for administrative duties, depending on funding. This course release represents a reassignment of time to be spent on duties as a Program Coordinator. The Department Chair may provide an additional course release to a program that has additional responsibilities and/or a coordinator who oversees a large program with a large number of students and/or majors. Coordinators of programs with more than 10 students may receive additional compensation, depending on funding, for program work that is done in the summer.

02.03 Program Coordinator duties typically include Graduate Advisor responsibilities. However, programs may determine that Program Coordinator duties and Graduate Advisor duties be split between two faculty members, possibly with the associated benefits (e.g., course release, stipend, and/or other compensation) also split or otherwise shared. However, when not associated with coordinating, graduate advising is usually considered service.

02.04 Program coordinators serve a 3-year renewable term. Coordinators will be reviewed in their initial first year of appointment in the position, and if deemed successful, then they will be appointed for the remainder of their 3-year term. If not successful, then the chair will solicit feedback from the program faculty, and the chair will propose either a development plan or will appoint a new coordinator.

At the end of the 3-year term, the chair will solicit feedback from the program faculty, and the chair will propose a renewal of the term or the appointment of a new coordinator.

Additionally, term limits may be established by individual programs.

03. REQUIRED QUALIFICATIONS

03.01 At the time of appointment, each academic program coordinator will:

03.02 meet all provisions of the faculty qualifications policy for the academic unit and program assigned, including any current job-related state, federal, or

university license, certification, or other credentials (LCC) required by the academic unit;

03.03 serve in a full-time faculty position with teaching and instructional duties;

03.04 have a record of effective teaching, disciplinary currency, and other contributions related to the degree program;

03.05 for graduate programs, have attained the highest level of graduate faculty status applicable for the degree program; and

03.06 where applicable, have a record of practical, clinical, or professional experiences related to the degree program.

04. GENERAL RESPONSIBILITIES

04.01 Program Coordinators provide leadership to the program which, in this context, refers to working with faculty to create goals, refine curricula and assessments, envision and implement plans for program growth and renewal in line with research-based practices, and assist with compliance on state and national accreditation mandates and standards.

Roles and responsibilities of Program Coordinators include the following:

04.02 Work with faculty to implement the Department's vision and mission.

04.03 Schedule and conduct program meetings during fall and spring semesters.

04.04 Plan draft schedule of classes in consultation with program faculty. According to university policy, the Chair is ultimately responsible for schedule and workload and will therefore adjust schedules and workloads when necessary. The Chair has final approval for all schedules and faculty workload.

04.05 Facilitate meetings according to program needs and as scheduled each semester (a minimum of one meeting per semester). These may occur during overall faculty meetings or may be scheduled in addition to the C&I Faculty meeting. These also may consist of overall program meetings as well as smaller unit meetings depending on need and areas of concern (e.g., ESL meetings, field block meetings, Autism/Applied Behavior Analysis meetings, etc.)

- 04.06 Attend monthly Program Coordinator meetings as scheduled by the Chair each semester.
- 04.07 Work with program faculty to draft, revise, and submit Student Learning Outcomes (SLOs) for the program, as well as assess and report SLO results, and create action plans based on these results.
- 04.08 Assist with recruitment of non-tenure track faculty for unassigned courses as needed.
- 04.09 Engage in curriculum leadership (e.g., horizontal and vertical alignment, student learning outcomes, assessments, new program/course development); work collaboratively with program faculty to strengthen the program; build consensus among faculty for growth and renewal plans.
- 04.10 Engage in faculty leadership:
 - a) Help to create a sense of community and collegiality with faculty in the program.
 - b) Assist new faculty as they orient to Texas State and offer guidance as needed; consult regularly with chair when there is concern about non-tenure-line faculty; work with the chair to assign mentors to new non-tenure-line faculty; work with the chair to facilitate observation of teaching and feedback for non-tenure-line faculty as needed.
 - c) Work with the department chair on other initiatives, such as internal audits or program reviews, external reviews, etc.
- 04.11 Collaborate and coordinate across campus and communities:
 - a) Collaborate with other program coordinators regarding scheduling and curricular alignment, mandates, etc.
 - b) Work with advising staff to provide optimal opportunities for our students and to increase understanding across faculty and advising personnel.
 - c) Work with Department Chair and others to disseminate information to faculty and students in a timely manner through email and other means.

- 04.12 Advise graduate students. In the majority of programs, the program coordinator serves as the graduate advisor. However, some programs may split these responsibilities.
- 04.13 At the graduate level, facilitate dissertation, thesis, and exit committee processes and related Graduate College forms (e.g., dissertation, thesis, and comprehensive examination forms.).
- 04.14 Manage recruiting, admissions, and related matters for the program, including, but not limited to nominating students for scholarships, awards, etc., as requested by the College and Graduate School.
- 04.15 Serve as a contact for students, collaborate and coordinate with other entities, and represent the program on councils and committees as appropriate (e.g., advising centers, the Graduate College, Honors College, Career Services, external advisory groups, etc.
- 04.16 Represent the program as needed at various functions (e.g., recruitment fairs, informational sessions, etc.).
- 04.17 Perform other duties as assigned.

05. REVIEWERS OF THIS PPS

05.01 Reviewers of this PPS include the following:

<u>Position</u>	<u>Date</u>
Chair, Department of Curriculum and Instruction	10/25/24
Appointed Senior Reviewer	10/25/24

06. CERTIFICATION STATEMENT

This PPS has been approved by the following individuals in their official capacities and represents Texas State Department of Curriculum and Instruction policy and procedure from the date of this document until superseded.