NUMBER: ACAF 1.25 (NEW)

SECTION: Academic Affairs

SUBJECT: Academic Program Coordinators for Degree Programs and/or Departments

DATE: February 17, 2017

Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: Executive Vice President for Academic Affairs and Provost
Issued by: Academic Affairs and Office of the Provost

I. Policy

A. This policy sets forth the requirements and procedures for appointing Academic Program Coordinators, whose responsibility it is to oversee the development, review and quality of the curriculum and the administration of a specified program or department.

B. The term “Academic Program Coordinator” includes several positions and titles used in the university such as undergraduate director, program coordinator, director, and graduate director.

II. Selection

A. Academic Program Coordinators are appointed by the dean, chair of a department or director of an academic program. The chair informs the dean of the appointment, who in turn informs the executive vice president for academic affairs and provost of the appointment.

B. Academic Program Coordinators are usually appointed from the ranks of the department’s or program’s faculty, and should be academically qualified to teach in the programs under their purview.

III. Responsibilities

A. The Academic Program Coordinator is responsible to departmental faculty in matters relating to teaching and advising at the level appropriate to their title, and is responsible also for complying with university policies.

B. The Academic Program Coordinator is responsible for:

1. coordinating the administration of the degree programs within their purview;
2. overseeing student academic progression;
3. maintaining records of students’ programs of study; and
4. communicating program policy and processes to students and faculty.

The Academic Program Coordinator will consult with and seek the advice of appropriate committees of the faculty with respect to curricula.

C. The Academic Program Coordinator will review the curriculum to assess its educational quality and soundness. Any concerns will be reported to the appropriate program chair or director.

IV. Appointment and Reappointment

A. The term of appointment for the Academic Program Coordinator is at the dean’s or department chair’s/program director’s discretion. Following an annual evaluation, the dean or chair/director may reappoint the Academic Program Coordinator.

B. All individuals in administrative positions serve at the pleasure of the appointing authority. The appointment of the Academic Program Coordinator may be terminated at any time by the dean or department chair/program director after consultation with the faculty of the department.

V. Procedure for Filling Vacancy

A. When a vacancy occurs in the position of Academic Program Coordinator, the department chair or program director shall invite nominations from the program faculty.

B. The department chair or program director will either appoint a candidate of choice, or invite the faculty to vote on the nominees.

VI. Related Policies

USC Columbia Faculty Manual
University Policy ACAF 1.01 Recruitment and Appointment of Academic Administrators
University Policy ACAF 2.00 Creation and Revision of Academic Programs