

ADMINISTRATIVE DIVISION ACAF Academic Affairs		POLICY NUMBER ACAF 1.25
POLICY TITLE Academic Program Coordinators for Degree Programs and/or Departments		
SCOPE OF POLICY USC Columbia		DATE OF REVISION February 24, 2025
RESPONSIBLE OFFICER Executive Vice President for Academic Affairs and Provost		ADMINISTRATIVE OFFICE Office of the Provost

PURPOSE

This policy sets forth the requirements and procedures for appointing Academic Program Coordinators, who oversee the development, review and quality of the curriculum and the administration of a specified program or department.

DEFINITIONS AND ACRONYMS

Academic Program Coordinator: includes several positions and titles used in the university such as undergraduate director, program coordinator, director, and graduate director.

POLICY STATEMENT

- 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 departments or program’s faculty and should be academically qualified to teach in the programs under their purview.
- C. 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.
- D. 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.
- E. The Academic Program Coordinator will consult with and seek the advice of appropriate committees of the faculty with respect to curricula.

F. 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.

G. Appointment and Reappointment

1. 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.
2. 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.

PROCEDURES

A. Filling a Vacancy

1. When a vacancy occurs in the position of Academic Program Coordinator, the department chair or program director shall invite nominations from the program faculty.
2. The department chair or program director will either appoint a candidate of choice, or invite the faculty to vote on the nominees.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[USC Columbia Faculty Manual](#)

[ACAF 1.01 Recruitment and Appointment of Academic Administrators](#)

[ACAF 2.00 Creation and Revision of Academic Programs](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
February 17, 2017	New policy approval
February 24, 2025	Policy updated to standard template

APPENDICES