

**APPENDIX G
PROGRAM COORDINATOR/DIRECTOR DUTIES**

Description of responsibilities to be assumed by:

Faculty Member _____

Program _____ Academic Year _____

Total Points Awarded _____ Hours of Release Time
for the semester _____ ÷ _____ = _____ Awarded for the Semester

Hours of Release Time for Fall _____

Hours of Release Time for Spring _____

Hours of Release Time for Summer _____

RESPONSIBILITY	POINTS AWARDED	FALL	SPRING	SUMMER
<p>1. <u>Admissions</u></p> <p>A. Chairs limited access program admissions committee/coordinates process</p> <p>B. Writes/revises packet of information for prospective students</p>				
<p>2. <u>Student Support Services</u></p> <p>A. Conducts/coordinates orientation for new students</p> <p>B. Conducts/coordinates orientation for prospective students</p> <p>C. Assumes primary responsibility for written and telephone inquiries from new and prospective students</p> <p>D. Provides student services-related support to program enrollees in addition to his or her own students</p>				

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<p>3. <u>Accrediting Agency Duties</u></p> <p>A. Prepares ad hoc accreditation and annual placement reports, (e.g. personnel changes, curriculum updates, graduate follow-up)</p> <p>B. Performs designated liaison duties with accrediting agency</p>				
<p>4. <u>Off-Campus Site Coordination</u> (For courses other than or in addition to those contained in his or her standard load.)</p> <p>A. Arranges off-campus clinical, work experience, or internship sites</p> <p>B. Schedules preceptors/clinical staff throughout the term</p> <p>C. Prepares incident reports regarding student performance in off-site or clinical settings</p> <p>D. Arranges for substitute instructors throughout the term</p> <p>E. Serves as designated on-call person for students and faculty outside scheduled student contact hours</p>				
<p>5. <u>Adjunct Instructor Coordination</u></p> <p>A. Assumes primary responsibility for recruiting and orienting adjuncts to the department/program</p>				
<p>6. <u>Coordination of non-Credit Instruction</u></p> <p>Coordinates the creation, scheduling, and instruction of non-credit (supplemental or contract) instruction associated with the program</p>				
<p>7. <u>Liaison to Advisory Committee</u></p> <p>Serves as designated liaison to program advisory committee (meeting more than twice a year) and assists in preparation and follow-up for those meetings</p>				

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8. Other Duties As Assigned				

Total Points Awarded _____

Faculty Member

Date

Immediate Supervisor

Date

Dean

Date

Note: If release time is awarded for any items covered in 6.06, an IPA must be completed and attached.

Note: Point limits as outlined in the table are meant as guidelines and may be changed to reflect the duties of the faculty member.