

Academic Affairs
Policy Title
Undergraduate Program Director*

Policy Description:

The faculty as a whole is responsible for curriculum and new program development; however, program direction is assigned to specific individuals. Major degree programs are directed either by the major area department chair or by a full-time faculty member with credentials in the respective field. In cases where a full-time faculty member serves as the undergraduate program coordinator, the following duties are assigned:

- Provides oversight to ensure program quality
- Conducts program meetings
- Acts as a liaison to program faculty
- Proposes changes in the curriculum, degree requirements, etc. to the chair or dean after approval of faculty
- Recommends yearly course offerings and course rotations to the chair
- Recommends class times to the chair
- Prepares program reports and assists with external accreditation activities and/or academic program reviews
- Participates in recruitment and marketing activities, including new student orientations and admissions events.
- Reviews and reports program assessment data; recommends programmatic changes; and documents program revisions resulting from assessment findings.
- Meets regularly with department chair or dean on status of program
- Reviews program information for accuracy and consistency, both in print and in electronic formats. This includes catalog and web site content.
- Coordinates undergraduate advising for the program.

For degree programs where the department chair also serves as the program coordinator, the following responsibilities for coordination are assigned:

- Provides oversight to ensure quality of all undergraduate and graduate programs in the department, including coordination and evaluation of faculty and staff
- Meets regularly with the dean on status of program
- Conducts program/department meetings
- Acts as liaison between dean and program faculty
- Proposes changes in the curriculum, degree requirements, etc. to the college after approval of program/department faculty
- Schedules yearly course offerings and course rotations based on input from faculty
- Schedules class times based on input from faculty
- Prepares program/department reports and assists with external accreditation activities and/or academic program reviews
- Participates in recruitment and marketing activities
- Evaluates transcripts and application materials and makes recommendations regarding graduate programs (when serving as graduate program director)
- Reviews program assessment data
- Reviews program information for accuracy and consistency, both in print and in electronic formats

Depending on the nature of the program, additional responsibilities may be assigned.

***In general, a director manages a full degree program or undergraduate major. In this capacity, a director position carries more responsibilities for curricula, scheduling, and budgeting than a coordinator.**

****Terms of release time and other methods of compensation for the duties listed above are negotiated between the individual and his or her primary academic department and/or college.**

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