

Typical Responsibilities of Undergraduate Program Directors and Concentration Coordinators

Undergraduate Program Directors and Undergraduate Concentration Coordinators play a vital role in making undergraduate programs successful. Serving as a Program Director or Concentration Coordinator is a one-year commitment that is to be reviewed each year in consultation with the Department Chair. Program Directors and Concentration Coordinators are encouraged to indicate in the annual review process their interest, or lack thereof, in continuing in the role in the following academic year. If choosing to continue in the role, an annual meeting should be held each spring semester with the Department Chair to ensure that all related expectations are clear and that the Program Director or Concentration Coordinator agrees to the terms. It should be noted that while serving as a Program Director or Concentration Coordinator is a 12-month responsibility, it is not a full-time responsibility during the summer months. Among the typical responsibilities of Program Directors and Concentration Coordinators outlined below, those that are highlighted are deemed critical and should be maintained in the summer. During the annual spring meeting with the Department Chair, Program Directors and Concentration Coordinators are encouraged to work with their Department Chair to discuss summer responsibilities and support that may be available to them during the summer months.

Program Leadership

- Communicate with the Chair to plan for resources to administer the program for recruitment and other necessary functions
- Provide academic oversight of the program and communicate with faculty to gather necessary input
- Facilitate regular meetings of program faculty
- Assist with accreditation and state-required reviews
- Work as liaison with the pre-major advising office to ensure consistency in communication for student advising

Program and Course Development

- Coordinating course-alike meetings so part-time instructors are informed
- Oversee semester-by-semester course scheduling and recommend necessary adjustments based on enrollment
- Stay abreast of state and national standards that impact and drive program delivery
- Lead in reviewing program/minor/concentration effectiveness
- Recommend policy, curriculum, and program changes
- Lead in revising and developing new programmatic structures and courses when necessary, and engaging in necessary activities to obtain approval of the revisions within the University review processes
- Update program website, student handbook(s), marketing materials, and the undergraduate catalog, as necessary

Program Recruitment

- Work with the Education Recruiter to develop a marketing and recruitment plan
- Handle inquiries and communicate with prospective students

Program Records, Reporting, and Maintenance

- Work with Chair to handle student academic petitions and transient study forms in a timely manner
- Systematically check programs of study to make sure they are current and accurate and meet the guidelines set forth by Academic Affairs
- Analyze and prepare assessment reports annually (e.g., SLOs)

Student Advising

- Collaborate with the Office of School & Community Partnerships and program advisor regarding student teachers/interns who are having performance and/or dispositional issues to counsel and review documentation
- Advise students in the program, minor, or concentration
- Work with the program advisor to review coursework for transfer students
- Attend Advisor Job-Alike Group meetings