

**ELIZABETH CITY STATE UNIVERSITY**  
**Policy on Academic Program Coordinators**

**Preamble**

Elizabeth City State University recognizes that Academic Program (Graduate and Undergraduate) Coordinators play a valuable role as team leaders for their department and program. That role, in broad terms, is to provide intellectual leadership and scholarship to their programs and administer programs that provide service closely related to the teaching, research and service mission of the University. The program coordinators are the principal liaisons between the academic program and the administrative officers of the department and school.

**A. Duties and Responsibilities of Undergraduate Program Coordinators**

Academic Coordinators are faculty appointees who administer academic programs in multi-disciplinary departments. Program coordinators are responsible for directing the learning initiatives, including overseeing and coordinating educational programs to assure that each contains essential curricular components, has appropriate content and pedagogy, and maintains discipline-specific updates. The duties of program coordinators are primarily administrative in nature. They include, but are not limited to, the functions listed below:

- i. Ensure that courses within their program are current and academically sound.
- ii. Responsible for coordinating academic program planning and development.
- iii. Evaluation of academic program activities and functions.
- iv. Work with the Chair to schedule classes Advise the Registrar on the transferability of courses from other institutions to the program.
- v. Advise and assist in the assessment of the need for or appropriateness of new and revised programs.
- vi. Develop and maintains liaisons with external agencies as required for the initiation and maintenance of programs.
- vii. Perform administrative tasks associated with departmental activities such as updating curricula in the university catalogue.

**B. Duties and Functions of Graduate Program Coordinators**

Graduate Coordinators are faculty appointees who administer academic programs in either multidisciplinary programs or single purpose discipline programs. Graduate program coordinators oversee the administrative aspects of a graduate program within the department. The graduate program coordinators are responsible for assisting with admissions, current student issues, registration, program changes, and graduation. More specific duties include, but are not limited to the functions listed below:

- i. Ensuring that courses within their program are current and academically sound.

- ii. Responsible for coordinating academic program planning and development.
- iii. Assessment of program, faculty, and student needs.
- iv. Evaluation of academic program activities and functions.
- v. Work with the chair to schedule classes Advise the Registrar on the transferability of courses from other institutions to the program.
- vi. Advise and assist in the assessment of the need for appropriateness of new and revised programs.
- vii. Develop and maintain liaisons with external agencies as required for the initiation and maintenance of programs.
- viii. Advise students regarding their academic plan, course selection/sequencing, curriculum/concentration selection and changes, and transition issues.
- ix. Provide information regarding course degree requirements and transfer requirements.
- x. Perform administrative tasks associated with departmental activities such as updating curricula in the university catalogue.

### **C. Appointment of Program Coordinators**

The Dean shall appoint program coordinators at both the undergraduate and graduate levels, in consultation with the Chair and the Provost and Vice Chancellor for Academic Affairs. Appointments may be made on academic-year basis.