

## Policy 1.0

*The links below will allow you to jump directly to a section of Policy 1.0*

[1.1](#) | [1.2A](#) | [1.2B](#) | [1.3A](#) | [1.3B](#) | [1.4A](#) | [1.4B](#) | [1.5A](#) | [1.5B](#) | [1.6A](#) | [1.6B](#) | [1.7A](#) | [1.7B](#) | [1.8A](#) | [1.8B](#) | [1.9A](#) | [1.9B](#) | [1.10A](#) | [1.10B](#) | [1.11](#)

**Policy Area: ADMINISTRATION**  
**Subject Area: Organizational Chart**  
**Specific Subject: Job Description**  
**Subject Component:**  
**Effective Date: JANUARY 1983**  
**Revised Date: FALL 1996; Spring 2001**

**Number: 01**  
**Number: 01. 1**  
**Number:**  
**Number:**

**Reviewed: Spring 2008**

[\*COE Organizational Chart\*](#)

**Policy Area: ADMINISTRATION**  
**Subject Area: Dean**  
**Specific Subject: Job Description**  
**Subject Component:**  
**Effective Date: JANUARY 1983**  
**Revised Date: FALL 1996; Spring 2001; Fall 2008**

**Number: 01**  
**Number: 01. 2**  
**Number: 01. 2A**  
**Number:**

**Reviewed: Spring 2008**

### **Accountable/Reports to:**

Provost, President, and Murray State University Board of Regents.

### **Job Goal:**

Dean of College of Education is charged with overall responsibility for development of the college. Dean is responsible for recruitment, evaluation, and retention of faculty; for academic advising of students; for curriculum development, course offerings, and classroom instruction in college; for development of library materials and laboratory equipment, and for administrative and financial management of college. Dean shares this responsibility and authority with chairpersons, faculty, and staff to whatever extent is most productive for the college.

Dean is primary agent for long range planning, for developing educational policy within college, for curricular review and development, and for leadership in staff development activities as well as special service programs for other departments. Dean is college's main liaison with university's committee structure. Dean is also expected to assume an educational leadership role regionally and nationally.

## **Performance Responsibilities**

1. Provide educational leadership in development and attainment of missions of college in consonance with missions of university.
2. Interpret university policy to faculty of college.
3. Implement a collegiate governance system.
4. Provide leadership in securing funds for present and planned collegiate programs including programs funded by external agencies.
5. Ensure collegiate curricula and instruction are continually assessed and upgraded.
6. Guarantee fair evaluation procedures that will serve to recruit, improve, and retain collegiate faculty and staff.
7. Assess regional educational needs, promote research and services for schools, and focus collegiate resources upon these needs.
8. Determine allocation and utilization of all collegiate funds.
9. Develop and carry out inter-institutional relations with other MSU colleges, with MSU Library, Center for Continuing Education and Academic Outreach, Registrar, counterparts in other universities (in and out of state), local, regional, state, and national organizations related to missions of college.
10. Provide leadership and represent university and college by working with superintendents and other school personnel to promote school improvement, to provide leadership in legislative or other state or federal policy actions pertaining to university and college mission to serve educational needs, professional staff preparation, and development of public schools.
11. Serve as advisor to president, provost and others in university concerning issues, needs and services for public school education, and serve as delegated representative of president and provost in designated meetings, partnerships, or other activities related to public schools and public education.

**Policy Area: ADMINISTRATION**

**Subject Area: Dean**

**Specific Subject: Evaluation of Performance**

**Subject Component:**

**Effective Date: Spring 1989**

**Revised Date: FALL 1996**

**Reviewed: Spring 2001; Spring 2008**

**Number: 01**

**Number: 01. 2**

**Number: 01. 2B**

**Number:**

**Criteria:**

Criteria will be directly related to tasks specified in job description.

**Frequency of Evaluation:**

Annual

**By Whom:**

Provost and President of Murray State University

**Policy Area: ADMINISTRATION**

**Subject Area: Assistant Dean**

**Specific Subject: Job Description (full time)**

**Subject Component:**

**Effective Date: April 24, 1986**

**Revised Date: Fall 1996; Spring 2001**

**Number: 01**

**Number: 01. 3**

**Number: 01. 3A**

**Number:**

**Reviewed Date: Spring 2008**

**Accountable/Reports to**

Dean of College of Education

**Job Goal**

Perform essential duties and responsibilities for internal administrative and daily support of students, faculty, and programs.

**Performance Responsibilities**

In continuous consultation with dean, the primary responsibilities of assistant dean are following.

1. Develop college budget.
2. Supervise faculty and departmental expenditures.
3. Supervise all clerical activities of transfer of funds, personnel action forms, grants, and contract accounts.
4. Serve as liaison with accounting, purchasing, and grants' office.

5. Supervise class scheduling and monitoring of appropriate use of personnel resources within college, including adjuncts and part-time professional personnel and clerical personnel.
6. Provide support service for faculty (departments) by correctly developing budgets for grants and contracts and assist faculty with obtaining proper approvals and audit details.
7. Supervise and expedite all college-sponsored conferences and lecture series, including obtaining necessary budgets and clearances with appropriate offices.
8. When necessary, represent dean at College Administrative Council, University Academic Council and other university committees at which deans' presence is required. Assistant dean will consult with dean and appropriate faculty in order to convey college's needs and recommendations accurately.
9. Meet with students, faculty, and external visitors, when requested by dean.
10. Receive and approve all departmental responses to national surveys and questionnaires about programs and students in college.
11. Advise dean of any difficulties arising within governance and administrative procedures within college and other university procedures impacting college.
12. Develop recommendations or regulations to remove or ameliorate difficulties in quality of academic life, conduct of teaching and research, students' right to quality of instruction, and due process.
13. Assist dean in maintaining college accreditation in NCATE
14. Assistant dean's signature is authorized as assigned by dean.
15. Carry out or initiate action on any matter when assigned by dean.

**Policy Area: ADMINISTRATION**

**Subject Area: Assistant Dean**

**Specific Subject: Evaluation of Performance**

**Subject Component:**

**Effective Date: Spring 1898**

**Revised Date: Spring 2001**

**Reviewed Date: Spring 2008**

**Number: 01**

**Number: 01. 3**

**Number: 01. 3B**

**Number:**

**Criteria:**

Criteria will be directly related to tasks specified in job description.

**Frequency of Evaluation:**

Annual

**By Whom:**

Dean of College of Education

**Policy Area: ADMINISTRATION**

**Subject Area: Director of School Services & Research**

**Specific Subject: Job Description**

**Subject Component:**

**Effective Date: April 24, 1986**

**Revised Date: Fall 1996; Spring 2001; Summer 2005**

**Number: 01**

**Number: 01. 4**

**Number: 01. 4A**

**Number:**

**Reviewed: Spring 2008**

**Accountable/Reports to**

Dean of College of Education

**Job Goal**

Facilitate and coordinate all regional services provided to schools and other agencies served by majors in the College of Education. As appropriate, "broker" or arrange for services to schools by faculty in other colleges or by other school business or agency resource persons with proven expertise in type of service requested. Duties associated with this position are designed to assist faculty development within the College of Education. Director shall make faculty aware of research opportunities in schools and agencies that are willing to provide field setting for faculty research.

**Performance Responsibilities**

1. Assist faculty with specific research interests in locating schools and agencies that are willing to provide field setting for faculty research and to assist faculty with grant-funding proposals for school and agency research and services.
2. Relate schools' need for training in new techniques and technology to College of Education faculty and suggest specific institutes and workshops for them to receive new training or knowledge in order to assist schools.
3. Keep abreast of potential funding sources for improvement of school practice and cooperative college and school development projects.
4. Provide information about and assist faculty in writing of grants.

5. When appropriate, recommend undergraduate or graduate program development or curriculum revision based upon surveys of needs in schools or in relation to continuing education regulations and school mandates by Kentucky Department of Education and the Kentucky Education Professional Standards board.
6. When requested, represent dean at selected regional and state meetings of public school personnel.
7. Keep records of services provided to schools and develop appropriate reports.
8. Support dean and assistant dean with other activities as needed to attain college's goals in helping regional public schools.
9. Support NCATE accreditation process for COE.

**Policy Area: ADMINISTRATION**

**Number: 01**

**Subject Area: Director of School Services & Research**

**Number: 01. 4**

**Specific Subject: Evaluation of Performance**

**Number: 01. 4B**

**Subject Component:**

**Number:**

**Effective Date: Spring 1989**

**Reviewed Date: Spring 2001; Spring 2008**

**Criteria:**

Criteria will be directly related to tasks specified in job description.

**Frequency of Evaluation:**

Annual

**By Whom:**

Dean of College of Education

**Subject Area: Chairpersons**

**Number: 01. 5**

**Specific Subject: Job Description**

**Number: 01. 5A**

**Subject Component:**

**Number:**

**Effective Date: Spring 1989**

**Revised Date: October 1996; Spring 2008 Reviewed Date: Spring 2001**

**Accountable/Reports to**

Dean of College of Education

## **Appointment Term**

Four (4) years. (Policy effective July 1, 1983)

1. Chairpersons shall be eligible for succeeding reappointment.
2. At least nine (9) months before expiration of chairperson's term, dean shall ask if he/she wishes to be considered for reappointment. (Policy effective July 1, 1983)

## **Performance Responsibilities**

1. Chairpersons are members of management team of college and university. The chairperson's responsibility is to provide an essential communication link between dean and departmental faculty and, as appropriate, to communicate with central administration and other support units and academic departments in the university.
2. Chairpersons are responsible for assuring that all faculty are aware of and performing their duties in relation to university and college policies, and that all required departmental committees are formed and functioning according to university and college policy.
3. Chairpersons are responsible for monitoring, in consultation with appropriate departmental and college committees, quality of teaching and of programs, including curriculum and program continuous assessment and NCATE documentation.
4. Chairpersons shall be responsible for monitoring faculty and provide to probationary faculty member analysis of strengths and areas for improvement, with suggestions on how to improve. Chairpersons shall assure that departmental faculty members provide a helping environment for probationary faculty and shall monitor relationships for new and probationary faculty. Chairpersons shall conduct annual reviews of faculty performance, conducted according to university and college policies for reappointment, tenure, promotion, and salary recommendations to dean.
5. Chairpersons are responsible for managing departmental funds, instructional materials, equipment and resources, and shall inform dean of special needs and priorities. Chairpersons shall encourage and assist faculty with seeking grants and other external funds for research and service that contribute to faculty development or program enrichment. Chairpersons serve as first oversight of conduct and management of externally funded projects to assure compliance with all appropriate regulations and completion of objectives of grant or contract.
6. Chairpersons shall monitor routine office management of clerical staff and students, or other staff, responsible for office work, filing, budgets, records, equipment, phone calls, reception of visitors, and interaction with other offices and agencies on and off campus.

7. Chairpersons serve as a model and shall expect from faculty and clerical staff attitudes and behavior essential to assure that students enjoy a supportive academic environment. A supportive environment should provide: accurate student advisement and easy access to information about departmental programs, available scholarships, university and college student handbooks and policies, honor societies, clubs, and opportunities for student research for undergraduate and graduate students. Chairpersons are responsible for assuring departmental participation in all college and university programs involving student recruitment, orientation, retention, and honors.

8. Chairpersons shall teach at least one-half time and are eligible for tenure, promotion, and other faculty benefits according to university policy.

9. Chairpersons are responsible for reporting any maintenance and repair needs observed in their immediate program operation areas. All requests for repairs or alterations must be submitted in writing to Director of Facilities Management.

10. Chairpersons shall become knowledgeable of and shall follow latest university policies regarding hiring, maintenance of records, and other policies that may affect conduct of department.

(Appendix E contains information for chairs related to the Board of Regents Award for Teaching Excellence.)

<b>Policy Area: ADMINISTRATION</b>	<b>Number: 01</b>
<b>Subject Area: Chairpersons</b>	<b>Number: 01. 5</b>
<b>Specific Subject: Evaluation of Performance for Reappointment</b>	<b>Number: 01. 5B</b>
<b>Subject Component:</b>	<b>Number:</b>
<b>Effective Date: September, 1978</b>	
<b>Revised Date: July 1, 1983 (letter of transmittal, Provost, Nov 11,1982); Spring 2001</b>	

**Reviewed Date: Spring 2008**

### Procedures

Evaluation of chairpersons in College of Education shall comply with latest university policies and procedures.

[See Appendix D for copy of College of Education Chairperson and Department Review form to be completed by departmental faculty.]

<b>Policy Area: ADMINISTRATION</b>	<b>Number: 01</b>
<b>Subject Area: Director of Teacher Education Services (TES)</b>	<b>Number: 01. 6</b>
<b>Specific Subject: Job Description (12 months)</b>	<b>Number: 01. 6A</b>
<b>Subject Component:</b>	<b>Number:</b>
<b>Effective Date: April 3, 1988</b>	



**Revised Date: Fall 1996; Spring 2001; Spring 2008**

**Accountable/Reports to**

Dean of College of Education

**Performance Responsibilities (Administration)**

1. Attend all official meetings of college administrators and appropriate meetings of university administrators.
2. Complete all official reports required of Teacher Education Services.
3. Evaluate all TES personnel, file Appraisal by Objective System with MSU Personnel for non-exempt employees, review annual progress with professional staff, and make salary recommendations.
4. Administer TES budget.
5. Collaborate with all TES coordinators in development and operation of their particular areas.
6. Oversee and troubleshoot all TES operations on a daily basis.
7. Serve on College of Education NCATE Steering Committee.
8. Report annually program data to faculty.

**Performance Responsibilities (Teacher Education Services)**

1. Supervise maintenance of COESIS for admission to teacher education database.
2. Work cooperatively with the Teacher Education Services secretary on counseling students on admission to Teacher Education process.
3. Report regularly on students seeking admission to or enrolled in teacher education.
4. Maintain currency in documents for students that are related to admission process, including development and maintenance of admission to teacher education section of TES sourcebook.
5. Review all applications for admission to teacher education or admission to student teaching, and prepare all documents for use by each college's Admission to Teacher Education Committee.
6. Facilitate regular meetings of Admission to Teacher Education Committee of each college and keep records of its actions.
7. Oversee reporting of all actions of college's Admission to Teacher Education Committees to students, advisors, and Kentucky Education Professional Standards Board (KEPSB).
8. Facilitate operation of Admissions Sub-Committee of Policy and Review Committee.
9. Serve as ex-officio, voting member of Policy and Review Committee.
10. Maintain an active network of contact persons in each department with a teacher certification major, with object of facilitating active communication concerning teacher education.

Performance Responsibilities (Kentucky Teacher Internship Program)

1. Serve as official project director and administrator-of-record for both Training Grant and Teams Participation Grant of MSU Kentucky Teacher Internship Project.
2. Collaborate with KTIP Specialist in maintaining necessary budget documents and files for internship projects.
3. Oversee all required reporting to KEPSB for internship projects.
4. Collaborate with KTIP Specialist on planning and delivery of internship activities.
5. Collaborate with KTIP Specialist to attend all required meetings related to Kentucky Teacher Internship Program.

Performance Responsibilities (College of Education Data Base)

1. Oversee development and maintenance of electronic data processing system for Teacher Education Services.
2. Establish and maintain College of Education database for NCATE and management purposes.
3. Collaborate with Kentucky Academy of Technology Education (KATE) personnel on daily operation of college computer system and Local Area Network.
4. Serve on COE Computing Oversight Committee.
5. Identify and manage needs for equipment and software purchase and maintenance.
6. Manage assigned annual reporting to NCATE, KEPSB, and other agencies as needed

Other duties as assigned by dean.

**Policy Area: ADMINISTRATION**

**Subject Area: Director of Teacher Education Services**

**Specific Subject: Evaluation of Performance**

**Subject Component:**

**Effective Date: Spring 1989**

**Reviewed Date: Spring 2001; Spring 2008**

**Number: 01**

**Number: 01. 6**

**Number: 01. 6B**

**Number:**

**Criteria:**

Criteria will be directly related to tasks described in job description.

**Frequency of Evaluation:**

Annual

**By Whom:**

**Dean of College of Education**

**Policy Area: ADMINISTRATION**

**Subject Area: Coordinator of Student Teaching (TES)**

**Specific Subject: Job Description (12 months)**

**Subject Component:**

**Effective Date: April 3, 1998**

**Revised Date: Fall 1996; Spring 2001; Spring 2008**

**Number: 01**

**Number: 01. 7**

**Number: 01. 7A**

**Number:**

**Accountable/Reports to**

Director of Teacher Education Services

**Performance Responsibilities**

1. Oversee the student teaching portion of COESIS.
2. Place, in consultation with departments and appropriate school personnel, all students in student teaching sites.
3. Maintain an active liaison relationship with all university teacher education programs.
4. Maintain necessary collection of student teaching training materials and handbook materials, student teaching policy materials, and evaluation materials for use in student teaching program as well as develop and maintain student teaching portion of TES policy handbook.
5. Maintain a working system of identifying qualified supervising teachers and a system of cooperating with public school program leaders and department personnel to match supervising teachers with student teachers.
6. Maintain a system of identifying and dealing with problems in student teaching placements as they occur.
7. Maintain grade sheets for all student teachers.
8. Track a student's eligibility for student teaching.
9. Communicate with all students and groups of students who are planning to student teach or getting ready to student teach.
10. Coordinate resolution of all special requests in student teaching.
11. Maintain a system to track visits to student teachers by university coordinators.
12. Plan and coordinate student teaching seminar sessions.
13. Coordinate the selection, processing, and assignment of University coordinators.
14. Provide appropriate training for university coordinators.
15. Provide data for the evaluation and make suggestions for improvement of the student teaching program.

16. Serve on appropriate committees.
17. Facilitate on-going communication with school administration, supervising teachers, and university coordinator.
18. All other duties as assigned by Director of TES.

**Policy Area: ADMINISTRATION**

**Number: 01**

**Subject Area: Coordinator of Student Teaching (TES)**

**Number: 01. 7**

**Specific Subject: Evaluation of Performance**

**Number: 01. 7B**

**Subject Component:**

**Number:**

**Effective Date: Spring 1989**

**Reviewed Date: Spring 2001; Spring 2008**

**Criteria:**

Criteria will be directly related to tasks described in job description.

**Frequency of Evaluation:**

Annual

**By Whom:**

Director of Teacher Education Services

**Policy Area: ADMINISTRATION**

**Number: 01**

**Subject Area: Coordinator of *Field Services* (TES)**

**Number: 01. 8**

**Specific Subject: Job Description (12 months)**

**Number: 01. 8A**

**Subject Component:**

**Number:**

**Effective Date: Spring 1989**

**Revised Date: FALL 1996; Spring 2001; Spring 2008**

**Accountable/Reports to**

Director of Teacher Education Services

**Performance Responsibilities**

1. Supervise maintenance of field and laboratory experiences database.
2. Maintain active and positive public relations with all local schools, teachers, and administrators.
3. Coordinate placement, in consultation with appropriate department and school personnel, of student field experiences in school settings.

4. Maintain necessary files, which include syllabi, course activities, evaluation of students' performance in each laboratory experience, and other materials used in each course with field work.
5. Coordinate the development and maintenance of pre-student teaching laboratory experiences portion of TES Sourcebook.
6. Trouble-shoot problems which occur in all field experiences in school settings.
7. Conduct audits of completion of required field hours for admission to student teaching, in conjunction with Coordinator of Student Teaching.
8. Operate transportation system including hiring and scheduling of bus drivers, as well as, keeping track of expenses, and reserving vehicles, etc.
9. Supervise work of graduate assistant(s) and other personnel assigned to pre-student teaching program.
10. Collaborate with Administrative Secretary in scheduling supportive work from TES student workers.
11. Serve on appropriate academic program committees in college that relate to laboratory and field experiences.
12. Serve as primary liaison between public schools and university faculty in matters relating to teacher education laboratory and field experiences.
13. Provide data for program improvement, as requested.
14. Evaluate and make suggestions for improvement in pre-student teaching participation program.
15. All other duties as assigned by director of TES.

**Policy Area: ADMINISTRATION**

**Subject Area: Coordinator of Field Services (TES)**

**Specific Subject: Evaluation of Performance**

**Subject Component:**

**Effective Date: Spring 1989**

**Revised Date: Spring 2001; Spring 2008**

**Number: 01**

**Number: 01. 8**

**Number: 01. 8B**

**Number:**

**Criteria:**

Criteria will be directly related to tasks described in job description.

**Frequency of Evaluation:**

Annual

**By Whom:**

Director of Teacher Education Services

**Policy Area: ADMINISTRATION**

**Subject Area: KTIP Specialist (TES)**

**Specific Subject: Job Description (part time assignment)**

**Subject Component:**

**Number: 01**

**Number: 01. 9A**

**Number: 01. 9A**

**Number:**

**Effective Date: Spring 1989**

**Revised Date: Fall 1996; Spring 2001; Spring 2008**

**Accountable/Reports to**

Director of Teacher Education Services

**Performance Responsibilities**

1. Serve as operations manager for Kentucky Teacher Internship Program (KTIP), and collaborate with KTIP project director who has primary responsibility for fiscal accountability with the Educational Professional Standards Board.
2. Plan and oversee conduct all KTIP training for MSU service region.
3. Collaborate with Director of TES in maintenance of paper and electronic records of all participation in KTIP program.
4. Carry out all management functions related to placing teacher educators on teacher internship teams in MSU service region.
5. Supervise maintenance of an efficient space for KTIP program TES office.
6. Collaborate with Director of TES to attend all statewide meetings related to Kentucky Teacher Internship Program.
7. Serve as primary liaison for relations with public school personnel in matters related to Kentucky Teacher Internship Program.
8. Other duties as assigned by Director of Teacher Education Services.

**Policy Area: ADMINISTRATION**

**Number: 01**

**Subject Area: Coordinator of Internship (TES)**

**Number: 01. 9**

**Specific Subject: Evaluation of Performance**

**Number: 01. 9B**

**Subject Component:**

**Number:**

**Effective Date: Spring 1989**

**Reviewed Date: Spring 2001; Spring 2008**

**Criteria:**

Criteria will be directly related to tasks described in job description, using form provided by Human Resources.

**Frequency of Evaluation:**

Annual

**By Whom:**

Director of Teacher Education Services

**Policy Area: ADMINISTRATION**

**Subject Area: Graduate Coordinator Of Programs**

**Specific Subject: Job Description (part time assignment)**

**Subject Component:**

**Effective Date: Fall 2000**

**Revised Date: Spring 2001; Spring 2008**

**Number: 01**

**Number: 01. 10**

**Number: 01. 10A**

**Number:**

**Accountable/Reports to**

Dean of College of Education

**Performance Responsibilities**

To assure changes in graduate curriculum and course revisions are sent through regular, university academic review procedures and to assist sponsoring departments in any discussion of graduate programs in academic council.

In continuous consultation with dean, primary responsibilities of graduate coordinator are:

1. Convene and serve as ex-officio chair of Graduate Studies Committee of college.
2. Monitor compliance of programs with college and university graduate policies.
3. Supervise curriculum development initiated by dean and faculty or by changes in advanced and continuing education regulations promulgated by EPSB, Council on Post Secondary Education (CPE), or accreditation agencies.
4. Observe all graduate admissions, progress in programs, and exit records for graduate students.
5. Monitor collection of and analysis of student data including survey data to support NCATE assessment.

**Policy Area: ADMINISTRATION**

**Subject Area: Coordinator of Graduate Programs**

**Specific Subject: Evaluation of Performance**

**Subject Component:**

**Effective Date: Spring 1989**

**Reviewed Date: Spring 2001; Spring 2008**

**Number: 01**

**Number: 01. 10**

**Number: 01. 10B**

**Number:**

**Criteria:**

Criteria will be directly related to tasks described in job description.

**Frequency of Evaluation:**

Annual

**By Whom:**

Dean of College of Education

**Policy Area: ADMINISTRATION**

**Subject Area: Program Coordinator**

**Specific Subject: Job Description**

**Subject Component:**

**Effective Date: August 21, 1991**

**Revised Date: Spring 2001; Spring 2008**

**Number: 01**

**Number: 01.11**

**Number:**

**Number:**

A Program Coordinator may be established within a department or other unit upon approval of the college dean. The position of Program Coordinator is assigned to those programs associated with a major certification or degree program to coordinate multiple faculty and multiple sections of program courses.

**Job Goal:**

To assist in administration of a division or unit program by assuming responsibility for specific management, coordinating, and evaluation functions unique to that particular program. Program Coordinator shall be responsible for evaluation of program and shall follow college policies on program evaluation (see Number 07.1).

**Responsible to:**

Department chairperson or unit director, subject to approval by dean, appoints program coordinators. Program Coordinators report directly to department chairperson. Appointments are normally for three years and may be renewed upon recommendation of chairperson and approval of dean.

**Performance Responsibilities/Duties:**

In consultation with department chairperson, duties of Program Coordinator may include but are not limited to the following:



1. Assist chairperson in planning and scheduling course offerings. Coordinate selection and ordering of appropriate texts and classroom materials. Assist chairperson in selection and monitoring of adjuncts.
2. Consult with chairperson and coordinate the planning, development, and revision of all course syllabi and curriculum materials. Program Coordinator should be knowledgeable of all accreditation and certification regulations and standards that apply to program area including infusion of technology across programs.
3. May process student admission forms and program guide sheets, and in consultation with the chairperson assign advisors to graduate and undergraduate students seeking admission to program.
4. Coordinate student recruitment activities for program.
5. Program coordinator shall assist chairperson in the continuous assessment of programs by following NCATE (and other) guidelines.

**Compensation:**

Compensation for Program Coordinators may be release time or direct stipend, subject to approval of dean