

Program coordinator duties (draft):

The Program Coordinator provides academic leadership and vision for the program in order to enhance its quality and reputation. The Program Coordinator articulates the department's goals and needs, and works with the dean/VCAA to advance the programs.

The administrative duties of the Program Coordinator include but not limit to: grow and develop the program to enhance its academic reputation and national presence, course scheduling, assigning responsibilities to faculty, curricular review and communication with the KU program coordinator/Executive Director and the curriculum committee for curriculum revision suggestions, accreditation and assessment, assisting the assessment coordinator to gather assessment data, appointing faculty search committee and monitor the search progress, budget management and resource allocation, program student recruitment, new faculty mentoring, faculty professional development support, administrative staff supervision, conducting program faculty meetings, meeting at least annually with individual faculty to discuss work performance, faculty accountability, coordination with WKU administration, coordination with external professional organizations and communities.

These responsibilities will comprise xx% of their assigned responsibilities in each semester. Thus, you will receive x-credit reassigned time for the administrative duties for each of fall and spring semesters. Any teaching that exceeds xx% will be considered to be an overload assignment, and will be compensated according to standard practices. However, overload teaching assignments will be only approved when it is absolutely necessary.

Program Coordinators are required to work on campus from Monday to Friday during the contract period.

In summer, Program Coordinators are required to work at least three days per week for four weeks after your 10-month contract expires to fulfill administrative duties of the program. This duty in summer will be compensated with a 3-credit overload.