Longwood University Faculty Senate
PROPOSAL/POLICY COVER
SHEET

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal:

Office of Academic Affairs/Academic Chairs Council

TOPIC:
Revision of FPPM, Section II. F. Program Coordinators and Section II. G. Graduate Program Directors

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

The revision of these policies has come out of a broader discussion in Academic Chairs Council about the duties and compensation of program coordinators and graduate program directors.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions)**:**

The new language guarantees a stipend for program coordinators and program directors. Allowance for further compensation after discussion between chair and dean. Additionally, new language includes:

"Each program coordinator will have responsibility for: a) providing leadership in the development and/or revision of curricula, such as proposing new or cooperative programs or maintaining cooperative agreements, and b) working with the department chair on matters of internal and external assessment and, if applicable, program accreditation."

and

"Each program director will have responsibility for: a) providing leadership in the development and/or revision of curricula, such as proposing new or cooperative programs or maintaining cooperative agreements, and b) working with the department chair on matters of internal and external assessment and, if applicable, program accreditation. Planning for accreditation and site visits shall be collaborative between the program director, chair, and the

deans of the college and the CGPS."

<u>RATIONALE</u> FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed)**:**

The policies have been revised to improve readability and organization, to create some parallel structure between the two policies, and to bring the definitions of duties for program coordinators and graduate program directors in line more closely with SACSCOC standards. Additionally, Academic Affairs has begun consistent payment of program coordinators and directors, and the altered language reflects that.

Routing information and signature lines:

Date submitted to Senate Executive Committee for
Consideration: Action(s) Taken:

Date first read at Faculty Senate:
Action(s) Taken:

Date final action taken by Faculty Senate:
Action(s) Taken:
Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):
Action(s) Taken:
PVPAA: _____
Date: _____

Date submitted to other administration:
Action(s) Taken:
Administrator:_____
Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

F. PROGRAM COORDINATORS

Per SACSCOC, an educational program is a coherent course of study leading to the awarding of a credential. Each undergraduate degree program is an educational program, and each must have a program coordinator. Additionally, programs that have a concentration or endorsement that leads to teacher licensure may have an additional program coordinator for responsibilities related to this coursework. For each program with such a licensure option, the department chair will determine whether an additional program coordinator is needed, in consultation with the dean.

The department chair shall serve as the program coordinator in a department with one discipline. The department chair can also serve as program coordinator of his/her discipline within multi-discipline departments. In multi-discipline departments, each program coordinator will be appointed by the department chair after consultation with the dean, with the program faculty members, and with the faculty member selected by the chair to be the coordinator. The appointment should be based on factors such as seniority, productivity of the faculty member, and respect for that member by other members in the program. The title "program coordinator" will appear next to that faculty member's name in the department's section of the University catalogs.

Each program coordinator will be appointed annually by the department chair and is eligible for reappointment. Each program coordinator who is not the department chair shall receive a stipend; the amount depends on whether external program accreditation responsibilities are required. The department chair, in consultation with the dean, will decide whether to award or reduction in teaching load for program coordination responsibilities in years when a major external accreditation report is due.

Each program coordinator will have responsibility for: a) providing leadership in the development and/or revision of curricula, such as proposing new or cooperative programs or maintaining cooperative agreements, and b) working with the department chair on matters of internal and external assessment and, if applicable, program accreditation. Additional specific responsibilities of program coordinators are assigned by the department chair, and may include:

1. Calling and presiding over meetings that deal with academic or administrative matters external to curriculum.

2. Assisting the chair in scheduling classes, evaluating potential transfer coursework, and in recommending course substitutions for students.

3. Assuming responsibility for catalog copy in consultation with the department chair.

4. Assisting the chair in faculty development and recognition.

5. Serving on or chairing search committees for program faculty, and recommending qualified adjuncts who meet appropriate accreditation or other requirements.

6. Arranging and scheduling special events related to the program, and arranging publicity for such events.

7. Assuming responsibility for advising material for the program, including developing and maintaining a student handbook and advising sheets.

8. Assisting the department chair in program promotion, including involvement in student recruitment, screening, open houses, developing and maintaining brochures, and web site content.

9. Assuming responsibility for coordination and/or supervision of internships, practica, or student teaching.

10. Performing such other duties as may be assigned by the chair.

G. GRADUATE PROGRAM DIRECTORS

Each graduate program shall have a program director who teaches in the program. Separate concentrations in the MS in Education may have different directors to handle the variety of licensure and accreditation requirements.

A program director will be appointed by the deans of the college and the College of Graduate and Professional Studies (CGPS), based on the recommendation of the department chair. The Chair shall solicit input from the program faculty members. Appointment should be based on factors such as seniority, productivity of the faculty member, administrative skills, and respect for that member by other members in the program. The department chair may also serve as director of his/her discipline within multi-discipline departments that require program directors. The title "Graduate Program Director" will appear next to that faculty member's name in the department's section of the University catalog. The position may be divided at the discretion of the department chair, according to the needs of the department, and in consultation with the deans of the college and CGPS. Each program director will be appointed for a two-year term by the deans of the academic college and CGPS, based on a recommendation of the department chair. The director is eligible for reappointment.

The program director shall receive a stipend. The deans, in consultation with the department chair will decide on whether further compensation, including reduction in teaching load and/or summer compensation, is appropriate. The type and amount is based on the director's responsibilities. Due to the nature of the work of the program director, it is expected that the program director is available during the summer.

Each program director will have responsibility for: a) providing leadership in the development and/or revision of curricula, such as proposing new or cooperative programs or maintaining cooperative agreements, and b) working with the department chair on matters of internal and external assessment and, if applicable, program accreditation. Planning for accreditation and site visits shall be collaborative between the program director, chair, and the deans of the college and the CGPS. Additional specific responsibilities of program directors may include:

1. Calling and presiding over meetings that address academic, administrative, or budget matters.

2. Assisting the chair in scheduling classes, evaluating potential transfer coursework, and in recommending course substitutions for students.

3. Approving all requisitions and/or travel related to the graduate program before final approval.

4. Assuming responsibility for graduate catalog copy in consultation with CGPS.

5. Assisting the chair in graduate faculty development and recognition.

6. Serving on or chairing search committees for program faculty, and recommending qualified adjuncts who meet appropriate accreditation or other requirements.

7. Arranging and scheduling special events related to the graduate program and arranging publicity for such events.

8. Assuming responsibility for advising graduate students, which includes developing and maintaining a student handbook and advising sheets.

9. Assisting with student recruitment via planning, arranging, and carrying out interest sessions and open houses.

10. Assuming responsibility for developing and maintaining brochures, web site content, and other informational/promotional activities in collaboration with CGPS and web communications.

11. Managing student enrollment to maintain program viability.

12. Assisting CGPS in recognizing graduate students.

13. Organizing review of program applications, decision-making on admissions, and other admissions-related activities.

14. Coordinating program orientation events and processes.

15. Coordinating alumni activities as appropriate for program promotion in collaboration with CGPS and the Office of Alumni Affairs.

16. Coordinating request for selection of and supervision of any graduate assistant related to the program.

17. Coordinating the program's summative assessment.

18. Performing such other duties as assigned.