



Indiana University
Purdue University
Fort Wayne

July 18, 1996
(Supersedes No. 78-5 and 78-7)
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Authority and Responsibilities of the Program Coordinator

General Overview

The program coordinator heading an academic/professional area at IPFW is the designated leader and faculty administrative officer responsible for the effective and efficient operation of an academic unit. The Program Coordinator is appointed by the Dean and functions within the overall policies, directions, and plans of the campus as a whole, and within the Department specifically. A Program Coordinator may report to the Department Chair and/or the respective Dean.

The Program Coordinator may be compensated or serve without compensation or load reduction. The Coordinator is expected to establish and maintain a collegial, productive work climate which ensures the academic integrity and curricular coherence of his/her area. The Coordinator serves at the pleasure of the Dean. Job duties may be modified by the Dean/Chair to fit the situation accordingly.

Leadership and General Administrative Duties

- A. 1. To provide the general leadership for the area which results in a productive and positive work climate, enhanced intellectual vitality, and collegial relations among faculty, faculty and staff, faculty and students.
- A. 2. To develop and implement area goals, objectives, and plans (tactical and strategic) that are linked to those of the larger academic unit and campus.
- A. 3. To recommend course schedules and faculty assignments to the Chair/Dean which are designed to meet student needs, and which result in maximum utilization of existing resources.
- A. 4. To plan and schedule area meetings and events.
- A. 5. To organize area office schedules and the work of the administrative and office staff, ensuring that faculty office hours are posted.
- A. 6. To attend area functions and activities.
- A. 7. To represent the area to the administration, and the administration to the area.
- A. 8. To monitor the area budget.
- A. 9. To prepare reports, inventories, and surveys providing such information as requested by the Chair/Dean or other university officials.
- A. 10. To chair all meetings of the area and to serve as its advocate and liaison to system-wide like units if applicable.
- A. 11. In conjunction with appropriate campus offices to ensure that the area classrooms, labs and other instructional/storage spaces are safe, sanitary and comply with campus OSHA regulations.
- A. 12. Where applicable, to initiate, develop, coordinate and maintain the currency of contracts with multiple agencies where students have clinical/co-op experiences.
- A. 13. To ensure that all required area correspondence is completed in a responsible and timely manner.
- A. 14. To create and maintain area databases.

Instructional Duties

- I. 1. Where applicable, to assist in the development of grants which will benefit the faculty, area and its students.
- I. 2. To be active in local, regional and/or national associations.
- I. 3. To recommend to the Dean/Chair and other appropriate groups/bodies courses, academic degrees and/or curricula which will enhance and improve the area instructional program. To be active in program review activities.
- I. 4. To plan and coordinate appropriate and timely responses through the Dean/Chair for the preparation and publication of required accreditation and /or university data and reports.
- I. 5. To monitor and coordinate requests for texts, supplies, films and other instructional resources, and where applicable any off campus extensions.
- I. 6. To prepare area brochures and newsletters as requested/directed by the Dean/Chair.
- I. 7. To monitor program quality and integrity and bring any issues regarding same to the attention of the Dean/Chair.
- I. 8. Where applicable, to coordinate the implementation of special exams and independent-study for students, and to report the results as requested or required by the Dean/Chair.
- I. 9. Where applicable to provide peer observation of faculty and associate faculty when requested by them or by the Dean/Chair.
- I. 10. To manage the assessment process which includes curriculum, advising, placement, cooperative education and internships.

Personnel Duties

- P. 1. When requested or directed by the Dean/Chair, to prepare written annual evaluations of faculty and staff which comply with campus policies and administrative guidelines/timelines.
- P. 2. To recruit, supervise and schedule associate faculty.
- P. 3. Where applicable, to process grievances regarding faculty, students and staff.
- P. 4. To lead the department/area in the implementation of affirmative action goals and objectives, especially in recruiting minority faculty and associate faculty.
- P. 5. To negotiate with Deans/Chairs for faculty time, and to encourage faculty to develop courses for cross-listing purposes.
- P. 6. To encourage the professional growth of all faculty, associate faculty, and staff.
- P. 7. To coordinate the search and screen process for new faculty/associate faculty with the Dean/Chair and other university personnel offices.

Students

- S. 1. To actively search for opportunities to improve student diversity.
- S. 2. To establish and supervise a system of effective academic student advisement by the faculty and/or staff or respective advising center.
- S. 3. To receive, hear and process student queries, criticisms and grievances regarding faculty and associate faculty, informing the Chair/Dean of them.

- S. 4. To monitor and audit student progress toward program matriculation/graduation, ensuring all requirements have been met.
- S. 5. To establish procedures to provide such letters of recommendation, referral, and recognition as are required for student admittance, transfer, financial aid and employment opportunities.
- S. 6. Where applicable, to assist faculty and campus agencies with student placement.
- S. 7. Where applicable, to establish procedures which assist students in preparing for state or national exams.
- S. 8. Where applicable, to assist and coordinate alumni functions and publications with academic unit/campus wide efforts.

Community Relations

- C. 1. To coordinate and direct the program area linkage/liaison to external agencies/constituencies in cooperation with the Dean's Office.
- C. 2. To coordinate fund raising activities/phonathons as requested or directed by the Dean.
- C. 3. To serve as the official spokesperson for the program area within and without the campus.

Other Duties

- D. 1. To perform such other duties as assigned by the Dean/Chair or other appropriate campus officials.

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Vice Chancellor for Academic Affairs