



Degree Program Coordinators

Undergraduate Degree Program Coordinator

- Appointment
 - Each degree program will select a member of the academic faculty, who is academically qualified in the field, to serve as undergraduate coordinator. The department head(s)/dean, in consultation with the degree program faculty, will coordinate the selection process.
- In collaboration with the department head(s)/dean, the undergraduate degree program coordinator will:
 - Ensure the degree program adheres to all University policies
 - Serve as coordinator of academic advising for the degree program
 - Lead degree program faculty in curriculum review and development
 - Review all course and curriculum proposals for the degree program
 - Facilitate the annual assessment of the degree program
 - Participate in university undergraduate degree program coordinator workshops

Graduate Degree Program Coordinator

- Appointment
 - Each degree program will select a tenured level 1 member of the graduate faculty, who is academically qualified in the field, to serve as graduate coordinator. The department head(s)/dean, in consultation with the degree program faculty, will coordinate the selection process.
- In collaboration with the department head(s)/dean, the graduate degree program coordinator will:
 - Ensure the degree program adheres to all University policies and procedures
 - Interact with the Dean of the Graduate School to ensure degree program adheres to all Graduate School policies and procedures
 - Lead degree program faculty in curriculum review and development
 - Review all course and curriculum proposals for the degree program
 - Facilitate the annual assessment of the degree program

“Approved by Deans Council on August 3, 2009”