

## **E. Program Coordinator**

The role of a Program Coordinator within the College of Science at Texas A&M University - Corpus Christi is pivotal to the academic and operational success of our programs. Serving as the bridge among faculty, students, and administrative staff, Program Coordinators ensure that program goals are achieved with efficiency and innovation. They uphold the program's academic excellence and integrity, facilitate curriculum development, support faculty and students, and manage resources to foster a thriving educational environment.

### ***Compensation/Reassignment***

Program Coordinator is a non-administrative appointment reporting to the department chair. Compensation/Reassignment for program coordination is negotiated with the Department Chair and Dean. Program coordinators can receive workload reassignment (generally up to 3 workload hours each long semester) and/or summer salary commensurate with their duties.

The program coordinator performs program related duties as assigned by the chair, including but not limited to:

- **Curriculum Development and Academic Excellence:** Engage faculty in the continuous development and review of the curriculum to uphold academic excellence and integrity. This expanded role includes continuity of learning planning, overseeing catalog copy, course inventory, course scheduling, course staffing, managing low enrollment courses, ensuring the curriculum meets academic standards and industry needs through faculty collaboration and stakeholder feedback.
- **Teaching Support, Safety, and Development:** Oversees credentialing, management of teaching responsibilities, and workplace safety, and supports faculty and staff by providing pedagogical resources, as appropriate. This comprehensive role includes making recommendations for hiring needs, including faculty, lab coordinators, and teaching assistants, and ensuring the program has the necessary expertise and support. As applicable, participates in the appointment process of persons other than tenured/tenure-track, and professional faculty to the graduate faculty.
- **Student Admissions and Success:** For programs with admissions standards, coordinates faculty review of candidates and makes recommendations on admission. Holds program orientation and update meetings for new and continuing students. Coordinates with academic advisors on degree plans and program changes to provide comprehensive advising, from understanding program requirements to achieving timely graduation.
- **Assessment, Accreditation, and Continuous Improvement:** Lead the program's assessment and accreditation efforts to ensure continuous improvement. This includes strategic planning through managing program reviews, annual assessment, and specific reporting related to accreditation, as well as recommending facility improvements to enhance the learning environment.
- **Stakeholder Engagement and Program Advocacy:** Serve as the primary liaison for the program, engaging with internal and external stakeholders to promote the program's achievements and needs. This responsibility includes marketing, recruitment, and outreach efforts, ensuring the program attracts, retains, and graduates a talented student body consistent with the department, college, and university missions.

- **Budget Management and Strategic Resource Allocation:** Oversee the program's budget and resources where applicable, advocating for necessary adjustments and allocations to support strategic priorities and program needs. This includes overseeing the process of awarding assistantships and other awards.
- **Conflict Mediation and Resolution:** Work with the department chair to promote collegiality and facilitate conflict mediation among faculty, staff, and students to maintain a collaborative and respectful academic environment.

By integrating these responsibilities, Program Coordinators are positioned to effectively lead and advocate for their programs, ensuring academic excellence, operational efficiency, and a supportive community for students and faculty alike.