**Academic Program Coordination AA/PPS No. 04.01.25**

**Issue No. 2**

**Revised Date: 05/24/2023**  
**Effective Date: 11/30/2022**  
**Next Review Date: 09/01/2027 (E5Y)**  
**Sr. Reviewer: Associate Provost**

**POLICY STATEMENT**

*Texas State University is committed to ensuring academic program coordinators are qualified to meet the responsibilities and performance expectations associated with their roles.*

**01.**  **BACKGROUND INFORMATION**

01.01 The tradition of shared governance recognizes the roles of faculty and administrators in the approval of academic courses and programs. With respect to the content, quality, and effectiveness of the curriculum, primary responsibility rests with the collective faculty of departments, schools, and colleges. For each degree program, Texas State University appoints and assigns responsibility for program coordination, as well as curriculum development and review, to a designated academic program coordinator.

01.02 This policy conforms to the rules, regulations, and policies of the Board of Regents of The Texas State University System (TSUS), the Texas Higher Education Coordinating Board (THECB), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

**02. DEFINITIONS**

02.01 Academic Program Coordinator – for each degree program, the academically qualified faculty member responsible for ensuring that each program contains essential curricular components, has appropriate content and pedagogy, maintains currency in the field, and reflects decisions of the faculty affiliated with the degree program.

02.02 CIP Code – Each academic program is assigned a Classification of Instructional Program (CIP) code that corresponds to the major and subject matter of the program. CIP codes are used nationally to classify instructional programs and to report educational data. National CIP codes are six digits in length. Texas CIP codes have an additional four-digit extension that can further define the subject matter and the formula funding code. For purposes of this policy, degree programs are identified by the first four digits of the program CIP code at each level of instruction (e.g., undergraduate, master’s, and doctoral) offered by separate academic units.

02.03 Degree Program – any grouping of subject matter courses that, when satisfactorily completed by a student, shall entitle the student to a degree from an institution of higher education.

**03. APPOINTMENTS AND RESPONSIBILITIES OF ACADEMIC PROGRAM COORDINATORS**

\*03.01 At the time of appointment, each academic program coordinator will:

a. meet all provisions of the faculty qualifications policy for the academic unit and program assigned, including any current job-related state, federal, or university license, certification, or other credentials (LCC) required by the academic unit;

1. serve in a full-time faculty position with teaching and instructional duties;
2. have a record of effective teaching, disciplinary currency, and other contributions related to the degree program;
3. for graduate programs, have attained the highest level of graduate faculty status applicable for the degree program; and
4. where applicable, have a record of practical, clinical, or professional experiences related to the degree program.

03.02 Faculty appointments for academic program coordinators are approved by the chair or director and the dean and forwarded to Faculty and Academic Resources (FAR). If the academic program coordinator is the chair or director, the appointment is approved by the dean and forwarded to FAR.

Appointments are made via the [Academic Program Coordinator Appointment form](https://facultyresources.provost.txst.edu/forms.html) available from FAR. The roster of academic program coordinators is reviewed and verified annually by FAR, with updates and changes due no later than October 31 of each year.

03.03 In recognition of the service commitment, the chair or director may assign workload credit to academic program coordinators as described in [AA/PPS No. 04.01.40](https://policies.txstate.edu/division-policies/academic-affairs/04-01-40.html), Faculty Workload, and consistent with the time and effort required to perform job duties.

03.04 Academic program coordinators are expected to maintain current curriculum vitae in the university’s [Faculty Qualifications system](http://facultyqualifications.its.txstate.edu/).

* 1. Responsibilities of academic program coordinators include the following:

1. ensure faculty affiliated with the program are involved in decisions regarding the content, quality, and effectiveness of the degree program and curriculum;
2. manage the ongoing review and dissemination of curriculum, marketable skills, and program requirements, including procedures for initiating or modifying academic programs described in [AA/PPS No. 02.01.10](http://policies.txstate.edu/division-policies/academic-affairs/02-01-10.html), Academic Programs: Additions, Changes, and Deletions; and
3. coordinate the development, administration, and timely submission of educational program outcomes assessment and reports described in [UPPS No. 01.03.04](http://policies.txstate.edu/university-policies/01-03-04.html), Outcomes Assessment for Continuous Improvement.

03.06 Responsibilities of academic program coordinators that may vary by program and are determined by the chair or director include:

a. managing recruiting and admissions, course scheduling, program size, and related matters for the program;

\*b. serving as a contact for students, coordinating with other entities, and representing the program on councils and committees as appropriate (e.g., advising centers, The Graduate College, Honors College, Career Services, and external advisory groups);

c. participating in the development of academic program review documentation and evaluation processes described in [AA/PPS No. 02.01.50](http://policies.txstate.edu/division-policies/academic-affairs/02-01-50.html), Academic Program Review, and, as applicable, the development of accreditation materials; and

d. in consultation with the chair or director, performing other duties to ensure each program contains essential curricular components, has appropriate content and pedagogy, and maintains currency in the field.

**04. REVIEWERS OF THIS PPS**

04.01 Reviewers of this PPS include the following:

Position Date

Associate Provost September 1 E5Y

Associate Vice President September 1E5Y  
for Academic Affairs

**05. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

Associate Provost; senior reviewer of this PPS

Provost and Executive Vice President for Academic Affairs