

**Texas State University Academic Program Coordinator Appointment**  
**AA/PPS No. 04.01.25 Academic Program Coordination**

Coordinator Name and Title/Rank \_\_\_\_\_

Date of Appointment \_\_\_\_\_ College: \_\_\_\_\_ Dept/School: \_\_\_\_\_

Program name/level: \_\_\_\_\_ CIP code: (first four digits): \_\_\_\_\_

Program approved for distance/online delivery (50% or more of program): \_\_\_\_ Yes \_\_\_\_ No

Degree(s) earned by coordinator meets all provisions of the faculty qualifications policy for the academic unit to which the program is assigned: \_\_\_\_ Yes \_\_\_\_ No

Degree(s) earned: \_\_\_\_\_

\* If no, [Employment Justification](#) must be submitted with this document.

Coordinator serves in a full-time faculty position that requires teaching and scholarly/creative contributions:

\_\_\_\_ Yes \_\_\_\_ No

Coordinator has a record of teaching and scholarly/creative contributions related to the degree program:

\_\_\_\_ Yes \_\_\_\_ No

For graduate programs, coordinator has attained highest level of graduate faculty status applicable for the program: \_\_\_\_ Yes \_\_\_\_ No

Expiration date of graduate faculty status: \_\_\_\_\_

For distance learning programs, coordinator has Texas State qualifications for distance learning: \_\_\_\_ Yes \_\_\_\_ No

If applicable, coordinator has practical, clinical, or professional experience related to the degree program: \_\_\_\_ Yes \_\_\_\_ No

If applicable, list the coordinator's required licenses/certification for the program: \_\_\_\_\_

Expiration date license/certification: \_\_\_\_\_

Coordinator maintains current curriculum vita in Faculty Qualifications system:

\_\_\_\_ Yes \_\_\_\_ No

Coordinator responsibilities (required):

Ensure faculty affiliated with the program are involved in decisions regarding the content, quality, and effectiveness of the program and curriculum

Manage the ongoing review of curriculum, marketable skills, and program requirements including procedures for initiating or modifying academic programs described in AA/PPS No. 02.01.10, Academic Programs: Additions, Changes, and Deletions.

Coordinate the development, administration, and timely submission of educational program outcomes assessments and reports described in UPPS No. 01.03.04, Outcomes Assessment for Continuous Improvement.

Describe how the coordinator meets required responsibilities named above:

Coordinator responsibilities (other):

Manage recruiting and admissions, course scheduling, and related matters for the program;

Serve as a contact for students, coordinate with other entities, and represent program on councils and committees as appropriate (e.g., advising centers, The Graduate College, University College, Honors College, Career Services, and external advisory groups);

Participate in the development of academic program review documentation and evaluation processes described in AA/PPS No. 02.01.50, Academic Program Review and, as applicable the development of accreditation materials; and

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

Describe how the coordinator meets other responsibilities named above:

Coordinator receives workload credit in the fall and/or spring for performing the role:

\_\_\_\_ Yes \_\_\_\_ No

Total credits per academic year (fall spring): \_\_\_\_\_

Coordinator receives compensation in the summer for performing the role: \_\_\_\_ Yes \_\_\_\_ No

Number of compensated hours per week: \_\_\_\_\_ Number of months over the summer \_\_\_\_\_

\_\_\_\_\_  
Department Chair/School Director

\_\_\_\_\_  
date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
date

**Submission Procedures:**

Please route the completed form as an attachment in an email or via Adobe Sign to Faculty and Academic Resources ([FacultyResources@txstate.edu](mailto:FacultyResources@txstate.edu)).