Considerations for Assignment of Faculty Roles and Responsibilities

- Number & nature of programs managed
- Number of students, faculty & adjuncts in program
- Amount of time & effort required
- Planned initiatives for the program
- Complexity & growth of program
- Accreditation demands
- FLDOE and/or other program approval demands
- Multidisciplinary demands

Guidelines for Program Area Coordinator

General Responsibilities

- Facilitate cross collaboration and cooperation among degrees and ensure effective communication among all degree/track facilitators within program area during fall, spring and summer semesters
- Facilitate program area meetings and regular meetings of degree/track facilitators
- Coordinate Impact, Performance and Visibility initiative for the program area
- Facilitate Institutional Effectiveness with department/school administrator/degree and track facilitators
- Coordinate recommendations for all curricula issues, initiatives, policies and procedures
- Oversee the workflow regarding required accountability reports, including review of accuracy
- Coordinate with department/school administrator to ensure efficient scheduling of courses in program area and selection of adjunct faculty
- Serve as liaison to the CEDHP Office of Student Affairs
- Serve as liaison to CEDHP Office of Accreditation, Assessment and Data Management
- Proof catalog and suggested changes regarding degree programs in the program area

Reports To: Unit Leaders

Accommodation Types – course reassignment, graduate assistant support, professional development/travel funds and/or considerations agreed upon by the unit leader and the program area coordinator
Guidelines for Degree/Track Facilitator

General Responsibilities

- Report degree/track faculty recommendations on additions of, deletions of, or changes in existing programs and courses to Program Area Coordinator
- Oversee degree level institutional effectiveness assessment
- Provide data and other information required for accreditation and accountability reports to Program Area Coordinator
- Monitor the maintenance up to date files of course syllabi for degrees and current CVs for degree/track faculty
- Monitor the completion of book orders each semester
- Maintain key degree level assessments
- Facilitate faculty recommendations on admissions to degrees
- Forward updates and changes to graduate and/or undergraduate catalog to Program Area Coordinator
- Update and maintain student handbooks
- Ensure effective communication with degree-seeking and non-degree students
- Coordinate orientation sessions for students and adjuncts
- Assist in identifying qualified adjuncts
- Serve as liaison to the CEDHP Office of Student Affairs
- Serve as liaison to CEDHP Office of Accreditation, Assessment and Data Management

Reports To: Program Area Coordinator

Accommodation Types – based upon considerations agreed upon by the unit leader and the degree/track facilitator one course reassignment every other year (must occur during academic year) or professional development/travel funds