Responsibilities of Graduate Program Coordinators
College of Education

Graduate Program Coordinators in the College of Education (COE) are appointed by the Department Chair and approved by the COE Dean and the College of Graduate Studies (COGS) Dean. It is the responsibility of the Graduate Program Coordinator to implement all policies and procedures of the Graduate Committee and COGS as well as any policies, guidelines and procedures of the COE and the department that pertain to the graduate program.

The respective Department Chair is responsible for determining faculty work loads and will decide if and when reassigned time should be provided to Graduate Program Coordinators. The decision must take into consideration the level of involvement required of the faculty based on the size and complexity of the graduate program, the degree to which the faculty member fulfills the outlined responsibilities for a Graduate Program Coordinator, and the established COE guidelines regarding faculty work loads.

Listed below are the responsibilities of all Graduate Program Coordinators in the College of Education. [Note: Personnel issues are the responsibility of the Department Chair and do not fall within the purview of the Graduate Program Coordinator.]

Program Integrity
The Graduate Program Coordinator is to maintain the overall academic integrity of the graduate program by:

- Facilitating the development and adoption of relevant student learning outcomes and graduate program assessments and the implementation of those outcomes and assessments in the program.
- Facilitating periodic review of the graduate program to assure alignment with professional standards and the COE conceptual framework.
- Facilitating program data collection and analysis according to the COE Assessment Timeline.
- Providing leadership in the annual review and continued improvement of the graduate program curriculum and in the design and implementation of enhanced graduate student development.
- Facilitating program review and input by an active Program Action Team (PAT) which includes representative external constituents.

Recruitment & Admissions
The Graduate Program Coordinator is to facilitate recruitment and admission of a diverse group of talented graduate students by:

- Maintaining updated recruitment materials and web site for the graduate program.
- Facilitating the development of a program recruitment plan in collaboration with the Department Chair, the COE Associate Dean, and COGS/Graduate Admissions Office.
- Developing and implementing a system for providing information and prompt responses to inquiries from respective students, school systems or other individuals/agencies.
- Collaborating with COGS, Graduate Admissions, and the COE Associate Dean (Graduate) in recruitment and marketing activities
- Making recommendations concerning admission to the program.

Retention, Progression, Graduation (RPG)
The Graduate Program Coordinator is to facilitate the success of students in the program by:

- Monitoring the progress of students through the program and student placement.
- Facilitating the review of RPG data collection and analysis for planning purposes.
- Coordinating the annual review of program data (including key assessment and survey data) at established transition points for continued program improvement and student success.
Communications and General Coordination
The Graduate Program Coordinator is to promote strong communications and effective coordination of the program by:

- Serving as a liaison between the graduate program and the department, the college, COGS and other units outside the COE.
- Attending COGS meetings and COE Graduate Program Coordinator meetings
- Facilitating faculty program meetings and PAT meetings
- Ensuring that graduate students, faculty advisors, and other program constituents receive current program information.
- Facilitating the development and implementation of program policies and procedures/guidelines as well as the program’s implementation of COE and University policies and procedures.
- Coordinating any field placements required by the program, ensuring that graduate students receive appropriate field placements and supervision, and ensuring that field experiences are adequately documented (i.e. practica, internships).
- Keeping graduate students and faculty informed of deadline dates and policies of COGS and the COE.
- Notifying COGS of the date, time and place of comprehensive/candidacy examinations and final defenses and examination and defense results.
- Making recommendations or approvals on petitions or forms submitted to COGS regarding graduate student academic matters as needed.
- Making recommendations for graduate assistantships, scholarships or other awards as needed.

Coordination with Department Chair
The Graduate Program Coordinator is to coordinate the program in collaboration with the Department Chair by:

- Maintaining a 2-3 year course rotation and recommend course schedules for each semester to the department chair.
- Preparing and submitting curriculum revisions to the Department Chair using University and COE forms and procedures, in order to initiate the curriculum review process when needed.
- Preparing and submitting to the Department Chair annual program reports, accreditation reports, or other materials as required by the COE within the established timelines.
- Assisting the Department Chair in the recruitment, training, and evaluation of part-time program faculty.
- Developing an advisor list at least annually in collaboration with the Department Chair and providing overall coordination of advisement activity for the program.
- Assisting the Department Chair in maintaining current records on all graduate students in the program.
- Meeting with the Department Chair as needed to address program and departmental issues that impact the program.