

Central Virginia Community College Policies  
 V – Academic Administration and Responsibilities  
 Program Coordinator, Program Head, Department Coordinator



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Responsible Dept.:	Academic and Student Affairs
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A faculty member academically qualified in the field will be assigned to each degree and certificate program. These individuals will be referred to as either: Program Coordinators, Program Heads, or Department Coordinators. In some instances, the Program Head, Program Coordinator, and the Department Coordinators will be the same faculty member. The job descriptions may include release time.

**Definitions:**

1. **Program Coordinator:** A faculty member academically qualified in the field will be assigned to degree and certificate programs. The primary responsibility of program coordinators is for program coordination, as well as curriculum development and review.
2. **Program Head:** Certain programs, particularly in Allied Health, are mandated by outside accrediting agencies to have a designated program head.
3. **Department Coordinator:** A faculty member qualified in the field will be assigned to coordinate the department. The overall purpose of a Department Coordinator is to ensure quality instruction within the field of study.

The duties for program coordinators, program heads and department coordinators are outlined in the following chart:

DUTIES	PROGRAM COORD.	PROGRAM HEAD	DEPARTMENT COORD.
<b>General</b>			
Oversee the program budget.		x	
Supervise staff.		x	
Screen applicants and select students for the program.		x	
Assist in hiring adjuncts.	x	x	x
Assist in creating semester schedules.	x	x	x
Other duties as assigned	x	x	x
<b>Program Coordination</b>			
Serve as liaison between adjuncts and the college community.	x	x	x

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Work with faculty to support course consistency in accordance with the departmental course outline.	x	x	x
Recommend to the division dean program needs.	x	x	
Recommend to the division dean department needs.		x	x
Assure effective program operations.	x	x	
Serve on faculty search committees as appropriate.	x	x	x
Participate in Curriculum Advisory Committees and serve as a liaison to program faculty (for all technical and occupational programs).	x	x	x
Assist in developing and implementing program recruitment and retention initiatives.	x	x	x
<b>Curriculum Development and Review</b>			
Coordinate the development, review, and recommendation of plans for the academic program.	x	x	
Coordinate and design the revision of program curriculum.	x	x	
Coordinate and design the revision of course curriculum.	x	x	x
Coordinate the review of department syllabi, textbook adoptions, and instructional materials.	x	x	x
<b>Assessment</b>			
Oversee ongoing program assessment or General Education assessments in accordance with college accreditation needs.	x	x	x
Analyze and share student learning outcome data to	x	x	x

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foster continuous program involvement.			
Evaluate periodically the assessment plan to assure continuous program improvement.	x	x	x