UNDERGRADUATE PROGRAM COORDINATION

Curriculum
- Coordinate the development, revision, and management of program curriculum
- Oversee program curriculum proposal submissions through the Senate process
- Ensure program curriculum meets university and accreditation standards
- Evaluate transfer courses and provide decision on their equivalency

Staffing & Field Experiences
- Advise the chair on staffing of program courses
- Provide guidance to adjuncts teaching courses in program
- Oversee process for assigning clinical university supervisors for clinical experiences
- Participate in the search process for hiring new adjuncts pertinent to the specific program
- Meet with university supervisors to discuss expectations for program field experiences

Assessment
- Complete university-required annual reports and accreditation reports
- Serve as point person for assessment needs (e.g., TK20) of the program
- Coordinate the development of program assessment metrics and actively monitor them
- Review program data and provides recommendations for improvement
- Communicate with the COE Assessment Coordinator
- Lead any required comprehensive exam/assessment design, administration, reading, rating, recording, and feedback

Meetings/Communication
- Conduct Orientation sessions with new students, new faculty, or others as needed
- Facilitate regular program meetings including convening the meeting, developing the agenda, taking minutes, and ensuring action is taken on necessary program business
- Review and edit all program marketing and communication materials (e.g., website, program guides, program overviews)
- Meet with students as needed to discuss professional goals and other academic, program-related discussions when requested by students or advisors
- Participate in undergraduate Open Houses
- Communicate with students about program-specific changes, requirements, etc.
- Communicate with Professional Advisors about any program-specific information
- Follow university policies and processes for student issues and complaints
- Attend undergraduate program coordinators’ meetings

---

1 An additional stipend will be provided for those completing required SPA reports.
GRADUATE PROGRAM COORDINATION

Admissions
- Review and evaluate applications including ensuring applications are complete, program prerequisites are met, and scoring each applicant based on a rubric with a recommendation on admissions status.
- Evaluate transfer courses and provide decision on their equivalency

Curriculum
- Coordinates the development, revision, and management of curriculum
- Oversee curriculum proposal submissions through the Senate process
- Ensure curriculum meets university and accreditation standards

Staffing & Field Experiences
- Advise the chair on staffing of program courses
- Participate in the search process for hiring new adjuncts pertinent to the specific program
- Provide guidance to adjuncts teaching courses in program
- Oversee process for assigning clinical university supervisors for clinical experiences
- Meet with university supervisors to discuss expectations for program field experiences

Assessment
- Complete university-required annual reports and accreditation\(^2\) reports
- Serve as point person for assessment needs (e.g., TK20) of the program
- Coordinate the development of program assessments and rubrics and actively monitor them
- Review program data and provides recommendations for improvement
- Communicate with the COE Assessment Coordinator
- Lead any required comprehensive or benchmark exams, administration, reading, rating, recording, and feedback

Meetings/Communication
- Respond to all initial email, phone and face-to-face inquiries from prospective students
- Conduct Orientation sessions with new students, new faculty, or others as needed
- Facilitates regular program meetings including convening the meeting, developing the agenda, taking minutes, and ensuring action is taken on necessary program business
- Participates in Open Houses/Info Sessions
- Communicate with students about program-specific changes, requirements, etc.
- Communicate with Rowan Global staff regarding program changes

---

\(^2\) An additional stipend will be provided for those completing required SPA reports.
Program Coordination Responsibilities
Revised September 2016

- Review and edit all program marketing and communication materials (e.g., website, program guides, program overviews)
- Attend graduate program coordinators’ meetings

Advising
- Meet with students to discuss course selection and program selection
- Provide transfer credit recommendations
- Verify graduation requirements with Registrar’s office
- Take notes when advising students
- Track students to ensure retention, including benchmark success
- Follow university policies and processes for student issues and complains
- Verify student completion of thesis or dissertation