

Program/ Area Coordinator

Responsible Units: Academics, Vice President's Office

Reference: [KCTCS Administrative Policies and Procedures Section 1.5.6.8](#)

Date Approved: January 2010

Date Revised: October 2015

The program/area coordinator is the coordinating representative of a specific technical program (program coordinator) or a specific discipline area (area coordinator). The specific responsibilities of the program/area coordinator are determined locally and described in writing in an official job description on file at the college and in the System Office. In all colleges, however, the program/area coordinator is responsible for the day-to-day operations of the program/area and collaboratively with the faculty, division chairperson, and the chief academic officer, chief business officer, chief student services officer, and chief community and economic development officer. The program/area coordinator assists in the planning and effectiveness evaluation, development, and implementation of goals for the specific program/area. The program/area coordinator is a key individual in the program/area institutional effectiveness process.

The program/area coordinator works collaboratively with the division chairperson and program/area faculty with reporting channels to the chief academic officer. The program/area coordinator is evaluated during the regular college performance review period.

General responsibilities may include:

Leadership:

- To provide leadership in the program/area consistent with the mission of the college.
- To promote an effective teaching and learning environment.
- To promote the use of academic support and academic services fostering student success within the program/area.
- To maintain an active program advisory committee (technical programs only).

Communication:

- To encourage effective communication within the program/area, division, and college.

Faculty:

- To be responsible, with the faculty and division chairperson, for the recruitment and retention of qualified full-time, part-time and volunteer (when appropriate) faculty, as well as staff (when appropriate) within the program/area.

Students:

- To encourage academic processes and procedures that foster student success within the program/area.
- To participate in the student evaluation of instruction within the academic program/area.

Instruction:

- To be responsible, with the faculty, division chairperson, and chief academic officer, for the overall maintenance and enhancement of a quality academic program/area.
- To be responsible, with the faculty, for curriculum development, implementation of goals, and evaluation of the academic program/area.
- To be responsible, with the division chairperson, for the preparation of the schedule of classes.
- To actively use evaluation reports for the ongoing program effectiveness review and enhancement.

Budget:

- To be responsible, with the division chairperson, for ensuring that budget request and expenditures are related to the goals and operational needs of the program/area.

Management:

- To be responsible, with the division chairperson, for the preparation of institutional reports as requested by internal and external sources.
- To promote compliance with the local college and KCTCS policies and procedures.
- To assume other duties and responsibilities as assigned by the president/CEO and chief academic officer.
- To maintain program data and complete program reviews.

Qualifications:

- Commitment to the mission of the comprehensive community and technical college
- Full-time faculty member
- Record of successful experience as an instructor
- Personal and professional integrity
- Commitment to team leadership
- Effective interpersonal and communication skills

**Bluegrass Community and Technical College Procedures
to Follow in the Appointment of a Program/Area
Coordinator**

Time Table	Procedures
February 1-15	<ol style="list-style-type: none">1. The Division Assistant Dean will solicit and receive input from program/area faculty for coordinator positions.2. The Division Assistant Dean will provide a written summary to the appropriate Academic Dean summarizing the input received on recommendations for the coordinator position.
February 16-28	<ol style="list-style-type: none">3. A final written recommendation will be submitted by the appropriate Academic Dean to the Academic VP.
March 15	<ol style="list-style-type: none">4. The Academic Vice President will notify the individual of the appointment to the position of program/area coordinator. The Academic Deans and Assistant Deans will be copied.

Terms of Appointment

The term of appointment for a program/area coordinator, general education coordinator, or writing center coordinator will be three years unless otherwise indicated in the appointment. External program accreditation cycle may determine length of term.

The terms of appointment for a program in which there is one full-time faculty shall be ongoing unless otherwise indicated in the appointment.

Terms are renewable at the discretion of the Academic Vice President.

Edits approved by Assistant Deans January 26, 2006/ Academic Leadership Team January 27, 2010