

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title APPOINTMENT OF ACADEMIC PROGRAM COORDINATOR	Number D-47.1
Division of Responsibility Academic Affairs	Approval Date Page 1/21/2021 1 of 2
Approval Vice President _____ President _____	Supersedes Procedure No. C-14.2 Date 4/23/13

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

The Vice President for Academic and Student Affairs shall be responsible for the appointment of at least one full-time faculty member to serve as the program coordinator for each academic program and for each associate degree program with a designated concentration area.

I. Qualifications of Program Coordinator

- A. Faculty considered for appointment as program coordinators must be academically qualified in the major of the associate degree where a major is identified or in the concentration area of the associate degree where no major is identified.
- B. In associate degree programs designed for general education university transfer (i.e. Associate in Arts or Associate in Science) where no concentrated major exists in a single discipline, the faculty member must be academically qualified to teach in at least one of the disciplines offered as part of the curriculum.
- C. Consideration of full-time faculty appointment should include seniority as a factor where more than one qualified full-time faculty member exists, but seniority should not be the only consideration.
- D. In occupational or vocational programs not intended for transfer, work experience in the occupation or a related field should also be considered.
- E. The Program Coordinator should have general knowledge of the resources and support available for students at WTC for the purpose of advising students in the program.

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II. Procedure for Appointment

- A. The Vice President for Academic and Student Affairs will consult with the Department Head of the department having responsibility of the associate degree for a recommendation of a full-time faculty member meeting the qualifications in Section I of this procedure to serve as Program Coordinator.
- B. The final decision for the appointment will be made by the Vice President for Academic and Student Affairs.
- C. In programs with large enrollments, the Vice President for Academic and Student Affairs may appoint a Program Coordinator and a Co-coordinator who will share in the duties listed in Section V.
- D. Appointment of the Program Coordinator may be oral or in writing.
- E. The name(s) of the appointed Program Coordinator(s) will be published in the college catalog in the curriculum section under the program title as “Advisor.”

III. Term of Appointment

The term of the appointment will be determined by the Vice President for Academic and Student Affairs but will generally be at least one academic year. The Vice President for Academic and Student Affairs may, however, terminate an appointment at any time and appoint a replacement with or without cause.

IV. Compensation

The Program Coordinator will not receive additional compensation for appointment to this duty.

V. Program Coordinator Duties

- A. Advise students in the program.
- B. Make recommendations in the development of the program curriculum.
- C. Advise the Curriculum Review Committee where needed program changes exist.
- D. Assist in the conduct of Advisory Committee meetings.
- E. Assist the Department Head in the creation of the course schedule affecting the degree program.