

Comprehensive Standard 3.4.11

For each major in a degree program, the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in a field. In those degree programs for which the institution does not identify a major, this requirement applies to a curricular area or concentration.

Compliance Non-Compliance

Proof/Explanation:

While all TTU faculty bear responsibility for its academic programs, each school, department, or interdisciplinary major designates individual faculty to oversee the integrity and development of its majors and/or concentrations (1). These duties are delegated in various ways, often depending on the overall number of majors in a given department or school, and on the diversity of the degrees or concentrations it offers. In departments with a large number of student majors and diverse areas of study, these duties are usually assigned to several faculty members with expertise in those areas. In smaller departments, the department chairperson may serve in this role.

Academic program coordinators are typically also advisors who work closely with students to ensure they progress toward a degree. Coordinators also initiate or oversee the process of curricular change at the department level. Curricular proposals are reviewed by committees that represent the constituent parts of the department, school, or college, and by the University Curriculum Committee, whose members are department chairpersons, deans, and program directors (2). Graduate curriculum and policy changes are reviewed by the Graduate School Executive Committee, with representatives of all colleges with graduate programs (3).

In some instances, the highest degree of a faculty member who coordinates an academic program is not in a field identical to the area he or she oversees. In these cases (4), the master's degree may be more directly relevant to the academic program, or the area of doctoral research is specialized within the relevant field. The coordinator's professional experience in the field may also be applicable. In a few cases, a program may be coordinated by an experienced faculty member on an interim basis while a permanent coordinator is identified, as when a faculty member retires or leaves the University and a search must be done to hire a successor. In all such cases, care is taken to identify interim coordinators who are experienced in administrative and curricular matters, to ensure appropriate guidance for students, effective relations with faculty, and continuity in the academic program.

Supporting Documentation:

1. [List of TTU Academic Coordinators](#)
2. [Procedures of the University Curriculum Committee](#)
3. [Procedures of the Graduate School Executive Committee](#)
4. [Academic Coordinators with Alternate or Related Degree Qualifications](#)