

SCHEDULE E: PROGRAM COORDINATOR DUTIES

Overview

The schedule supports the [Coursework Academic Programs Policy](#) which requires that all Programs have a Program Coordinator. The duties of the Program Coordinator are determined by the Deputy Vice-Chancellor and Vice-President (Academic) and may be amended at any time.

Definitions

The definitions in this schedule are as contained in the [Coursework Academic Programs Policy](#) and the University's [Glossary of Terms](#).

Program Coordinator Duties

1. Appointment of Program Coordinators

Program Coordinators are academic staff members appointed by the Executive Dean and/or the Head of School in accordance with the [University of Adelaide Enterprise Agreement](#). Where more than one faculty is involved in the teaching and assessment of a Program, the appointment of the Program Coordinator will be made by agreement between the relevant Executive Deans and Heads of Schools.

2. Duties of Program Coordinators

Program Coordinators are responsible for the overall planning, delivery and assessment in a Program, and for upholding its academic quality and integrity in consultation with the Executive Dean and/or Head of School, who has the final responsibility.

Specific responsibilities include the following:

- a) Liaising with Course Coordinators whose Courses contribute to the Program to ensure:
 - i. academic coherence and integration in Program design (especially for cross-area Programs);
 - ii. the alignment of Course Learning Outcomes with the Program Learning Outcomes and University Graduate Attributes;
 - iii. the quality of Course delivery and assessment.
- b) Confirming that all Courses required for the Program, including Courses offered by other schools, are Offered, in accord with the Academic Program Rules; and bring any issues to the attention of the relevant Executive Dean and/or Head of School.
- c) Overseeing the quality assurance for the Program and reporting to the faculty in accordance with faculty processes.
- d) Contributing to the development and review of Program structures and Course content, including maintaining the quality of Program management with the assistance of the Program Management Committee, in accord with the [Coursework Academic Programs Policy](#).
- e) Convening or being a member (as required) of any relevant Program Management Committee/s.
- f) Providing oversight of advice and guidance to students regarding Program matters as required, including study plans, program variations, credit for prior external learning and counting of completed University of Adelaide Courses from other programs, etc.

- g) Contributing to the review and updating of Program publicity materials, together with other University officers involved in Program promotion.
- h) Regularly reviewing Program content and negotiating changes with stakeholders including staff, students, employers, accreditation bodies and engaging in the [Program Development and Approval process](#).
- i) Where required, participating in relevant formal University, and other reviews including Program and unit reviews.
- j) Ensuring that transitional arrangements are developed when changes to Programs are planned.
- k) Providing advice, when requested, on the selection of students to the Program.
- l) Monitoring the effectiveness of the Program, including but not limited to, retention rates, attrition, pass rates, SELTs, and other quality indicators for learning and teaching, and addressing issues which may affect student success.
- m) Developing, where appropriate, opportunities for co-curricular activities, for example peer mentoring, volunteering, online engagement etc.
- n) Recommending changes to Academic Program Rules to the Executive Dean (or delegate).
- o) Recommending variations to Academic Program Rules for individual students (see procedure 4 b ii of the Policy).
- p) Ensuring that students are entitled to be admitted to an Award for a Program (see procedure 4a i –v of the Policy).
- q) Other duties as specified by the Executive Dean.