

**College of Arts & Humanities**  
**Coordinator and Director Appointments**

Updated August 21, 2017

- I. Overview:** Coordinators and directors are appointed by the Dean of the College and are responsible to the Dean for completing their assigned duties. Duties are similar to chair duties, and typically include staffing courses, evaluating faculty, representing the department, and advancing strategic initiatives, such as curricular development. It is assumed that as a general rule a shared goal is for programs to make progress toward greater autonomy, including departmental status as appropriate. At the time of the coordinator appointment, specific goals for the program will be identified; in general, future re-appointments will depend on making consistent progress toward these program goals.
  
- II. Appointments:** Appointments are typically for two academic years, although three years will be considered in extenuating circumstances. In some cases, such as external hires, longer appointments will be made. Some appointments may be offered with optional two-year reappointments at the Dean's discretion if doing so will advance significant program goals.
  
- III. Appointment Process:** A call for applications will be distributed to all College faculty, typically in the Spring semester. Some coordinator positions may not be appropriate for lecturer faculty, for example, when the program is conducting a search or reviewing RTP files. Faculty from other colleges may apply based on discipline. Ordinarily faculty are expected to have a research expertise in a field related to the program, although there will be exceptions. When more than one application is received, they will be reviewed by committee of chairs who will provide feedback to the Dean. This committee may, at its discretion, ask for formal input from faculty in the program, weighting input of TT and FT faculty. The final decision and appointment will be made by the Dean.

*Revised with input from A&H Chairs Council, August 14, 2017*