

Undergraduate Program Facilitator (fall 2019)

Basic Responsibilities

- Establish a positive, collaborative approach toward continuous improvement and innovation within the program
- Organize & facilitate program meetings on a regular basis
- Facilitate curriculum development/revision as necessary & in accordance with standards & accreditation
- Submit recommendations for curriculum & assessment updates to unit head
- Oversee curriculum changes in courses within the program
- Coordinate changes in program assessments
- Supervise & facilitate changes in syllabi each semester
- Update the Undergraduate Program Handbook annually
- Work collaboratively & regularly with Office of Student Services & Advising, including the program advisor & the Director of Advising
- Work collaboratively & regularly with Office of Assessment & Accountability personnel
- Represent or facilitate representation of the program at leadership meetings within the academic unit & within the college
- Represent or facilitate representation of the program at critical meetings/on critical committees related to curriculum, assessment, & accountability
- Coordinate information resource management for accreditation & program review, including verifying information in Watermark/Livetext; facilitating & verifying the entering of information into Nuventive Improve/TracDat; generating reports; leading analysis of data; coordinating action steps
- Coordinate orientation & support of new faculty across all program areas, including the implementation of key program & unit assessments & the use of data management systems for accreditation & accountability (Nuventive Improve/TracDat; Watermark/Livetext; field experience documentation)
- Plan & facilitate program recruitment activities
- Work collaboratively & regularly with Office of Student Services & Advising personnel, including program advisors & the Director of Advising
- Facilitate meetings with students & parents during summer freshmen & transfer orientations for advising, program informational meetings, & at other times as needed
- Monitor program & student outcomes, lead analysis of data with faculty & unit head
- Facilitate retention activities for students within the program
- Coordinate the completion of the Program Facilitator Report form for annual accountability purposes
- Other duties as specified by accreditation requirements and/or as assigned

Graduate/Doctoral Program Facilitator (fall 2019)

Basic Responsibilities

- Establish a positive, collaborative approach toward continuous improvement & innovation within the program
- Organize & facilitate program meetings on a regular basis
- Facilitate curriculum development/revision as necessary & in accordance to standards & accreditation
- Submit recommendations for curriculum & assessment updates to unit head
- Oversee curriculum changes in courses within the program
- Coordinate changes in program assessments
- Supervise & facilitate changes in syllabi each semester
- Coordinate & organize comprehensive exams for administration
- Submit the THECB 18 Characteristics of Texas Public Doctoral Program annually (doctoral programs only)
- Update Graduate/Doctoral Program Handbook annually
- Work collaboratively & regularly with Office of Student Services & Advising, including the Graduate Studies Coordinator & the Director of Advising
- Work collaboratively & regularly with Office of Research & Graduate Studies personnel
- Work collaboratively & regularly with Office of Assessment & Accountability personnel
- Represent or facilitate representation of the program at leadership meetings within the academic unit & within the college
- Represent or facilitate representation of the program at critical meetings/on critical committees related to curriculum, assessment, & accountability
- Coordinate information resource management for accreditation & program review, including verifying information in Watermark/Livetext; facilitating & verifying the entering of information into Nuventive Improve/TracDat; generating reports; leading analysis of data; coordinating action steps
- Coordinate orientation or support of new faculty in all program areas, including the implementation of key program & unit assessments & the use of data management systems for accreditation & accountability (Nuventive Improve/TracDat; Watermark/Livetext; field experience documentation)
- Plan & facilitate program recruitment activities
- Monitor program & student outcomes, lead analysis of data with faculty & unit head
- Facilitate the advisement of all graduate students, facilitates recommendations to unit head regarding admission, probation, & suspension/return
- Facilitate program retention activities
- Monitor student application materials; facilitate the admission or denial of applicants; coordinate communication with applicants; assign students to faculty advisors
- Coordinate the completion of the Program Facilitator Report form for annual accountability purposes
- Other duties as specified by accreditation requirements and/or as assigned