



Undergraduate Program Administrative Organization # 340.310

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
June 29, 1994	May 28, 2024	Academic Affairs

POLICY STATEMENT

Undergraduate programs are administered with oversight from multiple entities:

- Members of the Undergraduate Council, a standing committee of the FIU Faculty Senate;
- Members of the Deans Advisory Council;
- The Provost (or designee);
- The dean of each college/school (or designee);
- The chairs of each academic department; and
- Faculty program coordinators.

With counsel from the Undergraduate Council and the Deans Advisory Council, undergraduate programs are administered at three distinct levels: the Provost (or designee), the college or school dean (or designee), and the chair of the department. Primary responsibility for program oversight and coordination rests with faculty. For each undergraduate curricular area in which a degree program is offered, a faculty member academically qualified in the field is assigned responsibility for course or program oversight and coordination, as well as for curriculum development and review. At least one full-time faculty member with appropriate credentials must have primary teaching assignment in the curricular area.

Programs are administered in accordance with college/school and departmental committee structures and procedures.

SCOPE

This policy applies to undergraduate curricular areas in which one or more academic program(s) is offered.

REASON FOR POLICY

To establish the division of responsibilities in the administration of undergraduate academic programs, and to assign primary responsibility for program oversight to faculty qualified in fields appropriate to the curricular content and degree level.

ROLES AND RESPONSIBILITIES

Faculty program coordinators (i.e., program directors) are responsible for:

- Overseeing programs and courses;
- Developing and reviewing curriculum;
- Recommending admission standards;
- Formulating degree requirements;
- Recommending awarding of degrees;
- Facilitating research and scholarly productivity related to teaching;
- Achieving enrollment goals;
- Sequencing courses through prerequisites; and
- Ensuring program quality through university assessment processes.

The chair of each department is responsible for:

- Providing leadership to support and advance the academic program(s)
- Reviewing faculty credentials;
- Administering the budget;
- Coordinating teaching assignments; and
- Evaluating faculty and staff.

The college/school dean (or designee) is responsible for:

- Assuring the maintenance of existing undergraduate programs;
- Developing appropriate new undergraduate programs in their individual units; and
- Creating a committee structure and procedural guidelines to accomplish program oversight.

The Provost (or designee) is responsible for:

- Ensuring the appropriate academic qualifications of all faculty.

The Undergraduate Council and the Deans Advisory Council aid in:

- Formulating and recommending policy;
- Reviewing procedures;
- Recommending and assessing planning priorities;
- Establishing criteria for maintaining quality; and



- Assessing needs.

RELATED RESOURCES

AUTHORITY/SOURCE

SACSCOC Principles of Accreditation, 6.2.c Program Coordination

Faculty Senate Undergraduate Council Bylaws and Policy and Procedures Manual
facultysenate.fiu.edu

Related FIU Policies: 350.020 Program Review, 380.102 Assessment of Student Learning Outcomes, 340.315 Undergraduate Curriculum Changes

CONTACTS

RESPONSIBLE ADMINISTRATIVE OVERSIGHT

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HISTORY

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