



TEXAS A&M UNIVERSITY-SAN ANTONIO  

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The College of Graduate Studies

## Graduate Program Coordinator

### Role Definition

The Graduate Program Coordinator (GPC) serves as the primary point of contact and administrative leader for a specific graduate program within Texas A&M University-San Antonio. Their responsibilities encompass various administrative tasks related to the program's operations, including admissions, curriculum management, student advising, and program development. The GPC oversees a respective graduate program, ensuring that it incorporates essential curricular components, features appropriate content and pedagogy, maintains currency in the field, and aligns with decisions made by the faculty associated with the program.

### Appointment Process

Appointment to the position of GPC is made by the department Chair in consultation with the program faculty and the college Dean, and forwarded to the Dean of Graduate Studies. The department Chair should call for nominations for the position, meet with the nominees and the program faculty to solicit their views on the nominees' suitability for the position, consult with the college Dean, and then appoint the GPC. If the GPC is the department Chair, the appointment requires approval by the college Dean and forwarded to the Dean of Graduate Studies. In recognition of the service commitment, the department Chair in consultation with the college Dean, may assign workload credit to GPC, consistent with the time and effort required to perform the duties of the GPC. The appointment may be for a specified term, renewable based on performance evaluation and institutional need. The roster of graduate program coordinators is reviewed and verified annually by the College of Graduate Studies, with updates and changes due no later than December 1 of each year.

All A&M-SA graduate program coordinators must be members of the full graduate faculty (refer to the [Graduate Faculty Membership Policy](#) for nomination procedures for Graduate Faculty, and access the [Graduate Faculty Nomination Form](#)). The [Graduate Coordinator Appointment Form](#) needs to be completed by the department Chair and submitted to the Dean of Graduate Studies to grant GPC access to Admissions, Degree Works, and Banner systems. If the graduate coordinator has administrative support, the [Graduate Coordinator Support Access Form](#) should be submitted to the College of Graduate Studies before access to the systems is granted.



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### **Role of GPC**

The role of the GPC at Texas A&M University-San Antonio is multifaceted and crucial to the academic success and experience of graduate students. The coordinator's responsibilities encompass various aspects of program management and student support. A&M-SA graduate program coordinator responsibilities include, but are not limited to:

- Program Liaison
  - Act as a crucial link between the graduate program, program faculty, department Chair, and the College of Graduate Studies, ensuring effective communication and adherence to university and Graduate College's policies and procedures. Serve as a resource person for faculty, students, and staff regarding graduate program-related inquiries, policies, and procedures, providing guidance and clarification as needed.
- Admissions
  - Oversee the admissions process for the program, including reviewing applications, coordinating admissions committee meetings, and making recommendations for admissions decisions.
- Student Advising and Mentoring
  - Provide guidance and mentorship to graduate students, assist them with course selection, degree planning, and resolving academic issues, support their progress towards degree completion and serve as a resource for student inquiries and concerns.
- Program Recruitment and Retention
  - Develop and execute strategies to attract and retain students in the graduate program, fostering a vibrant and engaged student community.
- Initiating Degree Audit Changes
  - Proactively manage and initiate changes related to degree audits, ensuring accuracy and compliance with program requirements.
- Coordinating Graduate Assistantships and Scholarships with the Department Chair
  - Collaborate with the department Chair to coordinate the allocation of graduate assistantships and scholarships, ensuring equitable distribution and compliance with funding guidelines. Work with program faculty and/or the department chair to assign tasks and duties to graduate assistants.



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- Curriculum Oversight
  - Engage with program faculty to review and enhance curriculum, ensuring alignment with academic standards and industry relevance. Regularly review and update program curricula to incorporate emerging trends, advancements, and best practices in the respective field. Collaborate with faculty members to develop new courses or modify existing ones to meet evolving educational need, and oversee the creation and management of the graduate course schedule.
- Coordinating Comprehensive Examinations
  - Oversee the planning and administration of comprehensive examinations, ensuring a fair and standardized evaluation process.
- Serving and/or Chairing Departmental and Graduate College Committees
  - Actively participate in departmental and Graduate College committees, taking on leadership roles when necessary to contribute to decision-making processes.
- Supporting Program Research Initiatives
  - Facilitate and support research initiatives within the program, fostering a culture of academic inquiry and scholarly exploration.
- Facilitating Internal and External Program Reviews with the Department Chair
  - Lead the coordination of both internal and external reviews of the program, working closely with department Chair to assess and enhance program effectiveness.
- Other Duties Assigned
  - Performing other duties as assigned in consultation with the department Chair.

### **Evaluation and Review**

The performance of GPC is subject to periodic evaluation and review by the department Chair. This evaluation may consider factors such as administrative effectiveness, student satisfaction, program outcomes, and contributions to program enhancement and innovation.

### **Removal or Reassignment**

In cases of unsatisfactory performance or institutional reorganization, GPCs may be subject to removal or reassignment from their position. Such decisions are typically made by the



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department Chair in consultation with the college Dean, following due process and consultation with relevant stakeholders.

Graduate Program Coordinators support the mission of the university and reflect the high standards of leadership in graduate education, as defined by the Council of Graduate Schools in the U.S.