

Certificate Program Facilitators (CPF) are APSU employees selected by the Chair of the department (or other APSU administrator) to assist the Chair in coordinating a certificate program. The exact duties and responsibilities of the CPF are at the discretion of the Department Chair.

General Responsibilities:

- Assure the certificate program contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency, inclusive of all program locations and delivery methods, in collaboration with other program faculty
- Assist the Chair with certificate program-specific needs
- Serve as a point of contact for students inquiring about the certificate program
- Serve as a point of contact to collect and submit certificate program-specific requests to the Chair

Other Responsibilities May Include:

- Periodically revise certificate program materials, handbooks, and marketing materials with the designated office
- Recruitment of students
- Admissions for selective access certificate programs - CPFs answer prospective student questions, serve as the admissions officer for the CPF's specific certificate program, and CPFs serve as the initial advisor post-admission.
- Setting the schedule of courses to be offered
- Coordinate certificate program-level student learning outcomes assessment efforts and collaborate with other certificate program faculty to implement assessment activities
- Serve as the primary author for curriculum proposals for the certificate program
- Review transfer credit or consortial credit to determine if the coursework is comparable to a designated APSU credit experience and is consistent with the APSU mission.
- Assist with institutional effectiveness/program assessment unless the department has assigned an assessment coordinator.

Approved Nov. 22, 2019