Undergraduate Program Facilitators (UPF) are APSU employees selected by the Chair of the department (or other APSU administrator) to assist the Chair in coordinating an undergraduate program, defined as a major (such as BBA Accounting or BA/BS English). The exact duties and responsibilities of the UPF are at the discretion of the Department Chair.

General Responsibilities:

* Assure the 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 program-specific needs
* Serve as a point of contact for students inquiring about the program
* Serve as a point of contact to collect and submit program-specific requests to the Chair

Other Responsibilities May Include:

* Periodically revise program materials, handbooks, and marketing materials with the designated office
* Recruitment of students
* Admissions for selective access programs - UPFs answer prospective student questions, serve as the admissions officer for the UPF’s specific undergraduate program, and UPFs serve as the initial advisor post-admission.
* Setting the schedule of courses to be offered
* Coordinate program-level student learning outcomes assessment efforts and collaborate with other program faculty to implement assessment activities
* Serve as the primary author for curriculum proposals for the 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