

## COLLEGE OF EDUCATION POLICY

**Title:** Academic Program Leadership

**Number:** 02-0-02

**Functional Area:** Academic and Faculty Affairs

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Effective:	April 1, 2025
Supersedes:	all previous
Approved by:	Interim Dean Joe Wehrman
Date Approved:	April 15, 2025
Responsible Office:	Academic and Faculty Affairs
Primary Contact:	Associate Dean for Academic and Faculty Affairs
Applies to:	College of Education

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A. INTRODUCTION

This policy ensures guidance and direction for determining the establishment, modification, or elimination of program leadership positions.

B. STATEMENT

The College of Education prepares teachers, counselors, and leaders for P-20 educational environments, military sectors, and professional employment within community agency settings. The College serves undergraduate and graduate students who are seeking degrees in education, human services, counseling, and leadership, as well as educational licenses, certifications, and/or professional endorsements in the state of Colorado. The rationale for establishing program leadership is to monitor the curricula and quality of academic programming. Additionally, program leaders support unique activities in marketing, advising, recruiting, and retaining students.

C. FACULTY DIRECTORS

A Faculty Director oversees one or more related academic programs which are continuously offered in the College. The Faculty Director position is a 12-month role.

1. Compensation

- a. A Faculty Director is eligible for an annual stipend (paid over 12 months) equivalent to a one-course overload. They may alternatively choose to have a one-course offload during the academic year plus \$1,500.

2. Position Creation Criteria

- a. If the academic program area includes at least one recognized university degree plan (i.e., BA, BS, BI, MA, PhD, etc.) or distinct certifications or licensure options with unique credits and requirements.
- b. If the academic program area is not duplicative and redundant to another academic program area offering.
- c. An additional Faculty Director may be established for an academic program area if the student headcount equivalent is 170 or higher (sustained average over 3 years). Any student with a plan stack contained within an academic program area will be included in the student headcount equivalent calculation.
  - i. Student headcount equivalent calculation (non-duplicative students):  
(Degree/Certificate/Endorsement x 1) + (Undergrad Minor x 0.5)

- ii. If it is not possible to identify an additional Faculty Director, the sole Faculty Director will be compensated with a regular stipend as described in C.1.a, a one-course offload, and \$1500 additional compensation.
3. Responsibilities
- a. Monitor student academic and fieldwork progress, including the development and monitoring of program exit processes.
  - b. Respond to internal and external inquiries directly related to the academic program area. Be available during the Fall, Spring, and Summer terms as the primary point of contact for the academic program area.
  - c. Report on academic program updates to respective departments and to the college.
  - d. Coordinate advising efforts.
  - e. Collaborate with other Faculty Directors and Department Chairs to organize professional development and co-curricular educational opportunities.
  - f. Support lecturer faculty members who teach and/or supervise academic program-specific courses.
  - g. Review and update course descriptions and annual catalog entries.
  - h. Make recommendations for enhancing the academic program curriculum and ensuring alignment with accreditation standards; review academic program assessment data to create plans for improvement.
  - i. Advise and coordinate with the Department Chair and Assistant Dean on conceptualizing and implementing recruitment activities and marketing materials.
  - j. Work with the Department Chair to utilize, request, or amend programmatic budget.
  - k. Other responsibilities specific to individual academic program areas.
4. Position Elimination Criteria
- a. If a previously established degree plan and/or subplan is eliminated or paused.
  - b. If the academic program number decreases to the level that causes difficulty in establishing minimum course enrollment numbers. Declining enrollment persisting for more than 2 years could signal the elimination of a Faculty Director position. The Dean may consider prorating the Faculty Director stipend before eliminating the position.
  - c. Elimination could occur if determined by the Dean based on financial cuts, budget depletion or enrollment concerns.

#### D. STANDARDS OF PRACTICE

- 1. Faculty Directors must hold at least a 50% appointment in the College of Education. Adjunct lecturers are not eligible for Faculty Director positions.
- 2. Faculty Directors should avoid holding multiple director positions in the same academic cycle to avoid conflict of commitment issues. Exceptions could be approved based on emergency staffing needs due to vacancy or loss of content area specialization.
- 3. When possible, Faculty Directors should be selected based on their area of expertise, certification/licensure requirements, research alignment, and desire for specialized mentoring of students within the college.
- 4. Faculty Director appointments are intended for long-standing academic programs that need unique academic and advisory oversight. All Faculty Director appointments require Academic Leadership Team review and Dean approval.
- 5. Individuals should give reasonable notice when stepping down from a Faculty Director position (i.e., finishing out the semester or academic year in which they serve in the role).

#### Notes

- 1. History:  
Initial approval

April, 15, 2025, by Interim Dean Joe Wehrman