**Graduate Program Coordinator Approval Form**

Prepared by: School Director signature: Date:

(if joint apt.) School Director signature: Date:

Has faculty member been promoted in rank at USM? Yes\_\_\_ No\*\_\_\_

\* If no, attach a memo outlining the need for an exception. The college dean must approve exception memos.

For the office of the college dean: Approve\_\_\_\_ Deny\_\_\_\_ Date:

Dean of the Graduate School: Approve\_\_\_\_ Deny\_\_\_\_ Date:

Associate Provost: Approve\_\_\_\_ Deny\_\_\_\_ Date:

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| **Faculty Information1** | **Program Name2** | **Program Level3** | **Responsibilities4** |
| Name:  EMPLID:  Role title:  Highest degree:  Major:  Signature: |  |  | 1. Monitor academic quality; 2. Coordinate assessment; 3. Work to maintain curricular relevance; 4. Chair admissions committee; 5. Liaison to Graduate School; 6. Reporting program milestones; |

**1** – Faculty signature indicates understanding and agreement of responsibilities, **2** – As listed on program inventory and includes certificates, badges, and stand-alone minors, **3** – Masters, Doctoral, Specialist, **4** – DO NOT alter nor delete responsibilities 1-6 as these are fixed for all graduate program coordinators.

***SPECIAL NOTE****: Outgoing program coordinators are responsible for coordinating the assessment of their assigned programs and may not defer the assessment to the incoming program coordinator.*