



Multi-section lab coordinator

Definition: Multi-section lab coordinators are faculty roles where a single person coordinates the laboratory sections for a given course(s) regardless of who is assigned to teach the laboratory course sections. The coordinator's goal is to ensure that students get high quality education experience in the laboratories associated with large lecture courses (generally lower division courses).

Responsibilities: The multi-section lab coordinator should be responsible for:

- establishing the syllabus (grading scale, SLOs, assignments, etc)
- working with all assigned instructors (GTAs, adjuncts, and other faculty) to provide a common experience across all course sections
- providing ongoing training and development for GTAs, TAs, and adjuncts through regular meetings
- developing the schedule of experiments meeting the designated SLOs
- working with the department head to develop the semester course schedules for the designated laboratory courses
- ensuring needed supplies and equipment are prepared and ready for use
- Other duties as needed for the operations of the laboratory courses

Eligibility Requirements: In order to qualify for the release time, the following criteria must be met. Faculty receiving release time for serving as a multi-section laboratory coordinator are not eligible for overload compensation.

One release or \$1,250 stipend per semester:

- coordinate 10 or more lab sections per semester for a single course
- or
- coordinate a total of 8 or more lab sections per semester for 2 or more courses

One release or \$750 stipend per year:

- coordinate 4-9 lab sections per semester for a single course
- or
- coordinate a total of 4-7 lab sections per semester for 2 or more courses

Appointment: Faculty appointments as multi-section lab coordinators must be approved annually by the college dean and Provost.