



Academic Program coordinator

Definition: Academic Program coordinators are faculty with assigned duties to assist with the operations of an academic degree program. There is great variation in the scope and quantity of duties assigned under the program coordinator role.

Per Academic Affairs policy:

Coordinators are typically locally appointed by department heads through their respective dean to manage small administrative tasks within a department or program. Their teaching load is typically not altered and any stipend must be paid locally (college or department funds). Requires an appointment letter approved by AA.

Responsibilities: The academic program coordinator responsibilities may include leadership roles in (but are not limited to):

- Student recruitment and advising
- Course scheduling
- Curriculum development
- Accreditation efforts (planning, reporting, data gathering and analysis, etc)
- Program review
- Leading program and course assessment
- Summer assignments required for the operation of the program
- Other items as needed and assigned by the department head and college dean

Available Compensation: The department head may request compensation for the assigned duties as a stipend. ***Such assignments are not eligible for course release as compensation.*** When warranted based on required summer duties, summer salary may be requested for up to 20% of eligible summer salary.

Assignment types:

- **Service:** assignment of responsibilities with limited scope, irregular occurrence, and/or minimal commitment of time on annual basis
- **Stipend eligible:** assignment of duties with moderate or higher scope, regular occurrence, and/or meaningful commitment of time on annual basis
- **Summer compensation:** assignment of summer duties with moderate or higher scope, regular occurrence, and/or meaningful commitment of time during the summer. Teaching assignments are not considered within the scope of coordinator duties and are compensated during the summer via the standard teaching appointments.

Appointment: Faculty appointments as program coordinators must be approved annually by the college dean and Provost. Requests to appoint academic program coordinators who receive stipend or summer

salary must be accompanied with documentation of the assigned duties at a sufficient level to warrant the requested level of compensation.

Compensation Levels

\$500 per semester: assignment of duties with moderate, regular occurrence, and/or meaningful commitment of time on annual basis

\$1250 per semester: assignment of duties with higher scope, regular occurrence, and/or meaningful commitment of time on annual basis

10% summer salary: assignment of summer duties with moderate, regular occurrence, and/or meaningful commitment of time during the summer.

20% summer salary: assignment of summer duties with higher scope, regular occurrence, and/or meaningful commitment of time during the summer.