

APPENDIX G

PROGRAM COORDINATOR/DIRECTOR DUTIES

Description of responsibilities to be assumed by

Faculty Member _____

Program _____ Academic Year _____

Total Points Awarded for the Year _____ ÷ 60 = _____ Hours of Release Time Awarded for the Year

Hours of Release Time for Fall _____

Hours of Release Time for Spring _____

Hours of Release Time for Summer _____

RESPONSIBILITY	POINTS AWARDED	FALL	SPRING	SUMMER
1. <u>Admissions</u> A. Chairs limited access program admissions committee/coordinates process (45 points per year) B. Writes/revises packet of information for prospective students (15 points per year)				
2. <u>Student Support Services</u> A. Conducts/coordinates orientation for new students (15 points per year) B. Conducts/coordinates orientation for prospective students (15 points per year) C. Assumes primary responsibility for written and telephone inquiries from new and prospective students (30 points per year) D. Provides student services-related support to program enrollees in addition to his or her own students (45 points per year)				

RESPONSIBILITY	POINTS AWARDED	FALL	SPRING	SUMMER
<p>3. <u>Accrediting Agency Duties</u></p> <p>A. Prepares ad hoc accreditation and annual placement reports, (e.g. personnel changes, curriculum updates, graduate follow-up) (60 points per year)</p> <p>B. Performs designated liaison duties with accrediting agency (30 points per year)</p>				
<p>4. <u>Off-Campus Site Coordination</u> (For courses other than or in addition to those contained in his or her standard load.)</p> <p>A. Arranges off-campus clinical, work experience, or internship sites (60 points per year)</p> <p>B. Schedules preceptors/clinical staff throughout the term (60 points per year)</p> <p>C. Prepares incident reports regarding student performance in off-site or clinical settings (30 points per year)</p> <p>D. Arranges for substitute instructors throughout the term (30 points per year)</p> <p>E. Serves as designated on-call person for students and faculty outside scheduled student contact hours (45 points per year)</p>				
<p>5. <u>Adjunct Instructor Coordination</u></p> <p>A. Assumes primary responsibility for recruiting and orienting adjuncts to the department/program (30 points per year)</p> <p>B. Processes adjunct timesheets (15 points per year)</p>				

RESPONSIBILITY	POINTS AWARDED	FALL	SPRING	SUMMER
6. <u>Coordination of non-Credit Instruction</u> Coordinates the creation, scheduling, and instruction of non-credit (supplemental or contract) instruction associated with the program (45 points per year)				
7. <u>Liaison to Advisory Committee</u> Serves as designated liaison to program advisory committee (meeting more than twice a year) and assists in preparation and follow-up for those meetings (30 points per year)				
8. Other Duties As Assigned				

Total Points Awarded _____

Faculty Member

Date

Immediate Supervisor

.....
Date

Note: If release time is awarded for any items covered in 6.06, an IPA must be completed and attached.

Note: Point limits as outlined in the table are meant as guidelines and may be changed to reflect the duties of the faculty member.