

Key Principles Guiding This Project:

Roles and their related compensation should be determined by criteria separate from the individuals holding the roles

Compensation should be equitable across units (taking into consideration the time commitment of the position), even as there may be some variation within units in the responsibilities of a specific role

Any role that requires summer work should have at least a minimum stipend to compensate for that work.

Role responsibilities and evaluation criteria should be clear for individuals in those roles

The administrative head of academic departments in the College of Arts ad

Graduate Program Coordinator:

The academic program coordinator for graduate program(s) within a department or across departments in the case of interdisciplinary graduate programs. Workload units belong in the Administrative Work category. Reports to the Department Chair.

Stipends: Stipend will vary depending upon program size and complexity (which includes number of graduate assistantships, accreditation requirements, number of different programs) and summer expectations. Program size will be based on a three-year rolling average of number of students, using data from spring census.

- Small Size: 1 to 10
- Medium Size: 11 to 30
- Large Size: 31 to 50

Level	Stipend	Workload
Tier 1: Small Size	\$1,000	No workload units reallocated from teaching
Tier 2: Medium Size, low or moderate complexity	\$5,000	No more than

Academic Program Coordinator:

The academic program coordinator for undergraduate majors within departments with multiple, discrete programs or for interdisciplinary majors or minors in the College of Arts and Sciences. Workload units for programs in Tier 2 and 3 belong in the Administrative Work category; workload units for programs in Tier 1 belong in the Service category. Reports to Department Chair(s).

Stipends: Whether or not the coordinator receives a stipend will depend upon program size and complexity (which includes number of different discrete programs, co-curricular programming, schedule complexity, specialized space, equipment, and/or materials, personnel coordination). Program size will be calculated based upon a combination of majors and .25 for minors and be identified from a rolling average of three years, using data from spring census.

Level

Course Coordinators: In limited circumstances, programs may need a role with stipend to oversee a specific multi-section course (or set of courses), provide GA training and orientation, ensure course consistency, develop and disseminate course policies, respond to student issues, and conduct course assessment. Reports to Department Chair.

Course coordination positions that have a stipend attached will:

- include coordination of 5 or more instructors and 20 or more sections per year and

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