

**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 Term I \_\_\_\_\_

Hours of Release Time for Term II \_\_\_\_\_

Hours of Release Time for Summer \_\_\_\_\_

<b>RESPONSIBILITY</b>	<b>POINTS AWARDED</b>	<b>TERM I</b>	<b>TERM II</b>	<b>SUMMER</b>
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)				

RESPONSIBILITY	POINTS AWARDED	TERM I	TERM II	SUMMER
<p>2. <u>Student Support Services</u></p> <p>A. Conducts/coordinates orientation for new students (15 points per year)</p> <p>B. Conducts/coordinates orientation for prospective students (15 points per year)</p> <p>C. Assumes primary responsibility for written and telephone inquiries from new and prospective students (30 points per year)</p> <p>D. Provides student services-related support to program enrollees in addition to his or her own students (45 points per year)</p> <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>				

<b>RESPONSIBILITY</b>	<b>POINTS AWARDED</b>	<b>TERM I</b>	<b>TERM II</b>	<b>SUMMER</b>
<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	TERM I	TERM II	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.**