

Administrative and Extraordinary Service Roles in the College of Arts and Sciences

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
-

Department Chair

The administrative head of academic departments in the College of Arts and Sciences. Workload units belong in the Administrative Work category. Reports to the Dean.

Stipend: Determined by the [CAS Chair Compensation Policy](#)

Appointment Length: 12 months

Academic Program Director

The administrative head of academic programs in the College of Arts and Sciences that exist outside of departments. May oversee staff and/or a budget but does not have rank and tenure guidelines or department status. Workload units belong in the Administrative Work category. Reports to the Dean.

Stipend: \$10,000

Appointment Length: 10 months (26.5 workload units); includes summer responsibilities

Associate Chair

Some academic departments because of size and/or complexity (which could include multiple programs with independent coursework, specialized equipment and space, accreditation requirements) have an Associate Chair to take on key tasks in the department. Workload units belong in the Administrative Work category. The administrative workload allocation for the Associate Chair role is 5.5 workload units. No more than 3 of those 5.5 workload units can be reallocated from teaching. Reports to the Department Chair.

Stipend: \$10,000

Appointment Length: 10 months (26.5 workload units); includes summer responsibilities

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 for programs in Tiers 2 and 3 belong in the Administrative Work category; workload units for programs in Tier 1 belong in the Service 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: <ul style="list-style-type: none">• Small size	• \$1,000	• No workload units reallocated from teaching.
Tier 2: <ul style="list-style-type: none">• Medium size, low or moderate complexity	• \$5,000	• No more than three workload units reallocated from teaching.
Tier 3: <ul style="list-style-type: none">• Medium size with high complexity• Large size*	• \$7,500	• No more than three workload units reallocated from teaching.

*Clinical Psychology Program Coordinator has a \$10,000 stipend due to accreditation requirements.

Appointment Length: 9 months; includes summer responsibilities

Undergraduate Program Coordinator

The academic program coordinator for undergraduate majors within departments in the College of Arts and Sciences. Workload units for programs in Tiers 2, 3, and 4 belong in the Administrative Work category; workload units for programs in Tier 1 belong in the Service category. Reports to the Department Chair.

Stipends: Stipend will vary depending upon program size. Program size will be calculated by number of majors plus .25 the number of minors. Program size will be based on a three-year rolling average of number of students, using data from spring census.

Level	Stipend	Workload
Tier 1: Size 1 to 50	<ul style="list-style-type: none">\$1,000	<ul style="list-style-type: none">No workload units reallocated from teaching.
Tier 2: Size 51 to 150	<ul style="list-style-type: none">\$2,500	<ul style="list-style-type: none">No more than 3 workload units reallocated from teaching.
Tier 3: Size 151 to 300	<ul style="list-style-type: none">\$5,000	<ul style="list-style-type: none">No more than 3 workload units reallocated from teaching.
Tier 4: Size 301+	<ul style="list-style-type: none">\$10,000	<ul style="list-style-type: none">No more than 6 workload units reallocated from teaching.

Appointment Length: 9 months; includes summer responsibilities

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 Tiers 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	Stipend	Workload
Tier 1: <ul style="list-style-type: none"> • Small programs [<50] with minimal complexity 	<ul style="list-style-type: none"> • No stipend 	<ul style="list-style-type: none"> • No workload units reallocated from teaching.
Tier 2: <ul style="list-style-type: none"> • Small programs [<50] with moderate complexity • Medium-size [51-150] programs with low or moderate complexity 	<ul style="list-style-type: none"> • \$2,500 	<ul style="list-style-type: none"> • No more than three workload units reallocated from teaching.
Tier 3: <ul style="list-style-type: none"> • Large programs [>150] • Programs with significant complexity. 	<ul style="list-style-type: none"> • \$5,000 	<ul style="list-style-type: none"> • No more than three workload units reallocated from teaching.

Appointment Length: 9 months; includes summer responsibilities

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 the 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
- include Graduate Assistant supervision and professional development and
- require summer work beyond course preparation (for example, to coordinate graduate assistants and adjuncts, develop and coordinate GA orientation) and
- be reviewed and approved by the Dean.

The complexity of the role (for example, number of sections; coordinating schedule given results of placement tests; variety of instructor types across graduate TAs, adjuncts, faculty; section content consistency) will affect the size of the stipend. Workload units belong in teaching or service, depending on the role.

Tier 1: Coordinating a single course per semester throughout the year	\$2,500
Tier 2: Coordinating multiple courses per semester throughout the year	\$5,000

*Placement work should be compensated separately by the Provost's Office.

Appointment Length: 9 months; Summer Responsibilities

Academic Support Labs

Oversight of academic labs that support faculty and students in department learning spaces. They require summer responsibilities to ensure the effective functioning of the technology and include supervision of student workers and/or Graduate Assistants. Workload belongs in Service. Reports to the Department Chair. Stipends are \$5,000, and examples of these positions include:

- English CAI Lab Director
- Language Resource Center Coordinator
- Communication Media Center Coordinator

Appointment Length: 9 months; includes summer responsibilities

Next steps: Have each department outline the responsibilities of relevant administrative roles in the department.

Template: [Role], Department of [Program Name]

The following outlines the responsibilities and criteria for annual evaluation for the [ROLE] in the Department of [XXX].

Responsibilities: The following work is assigned to the [ROLE] in the Department of [program name]. [List responsibilities with bullet points of related tasks]

Evaluation:

The following criteria will be used to evaluate this administrative work. [Identify the criteria on which performance in this role will be evaluated for the annual evaluation]

Summer Work:

Does this position include expectations regarding work while off contract? If so, outline the expectations regarding off-contract work:

Workload Allocation:
Stipend (if applicable):