

PCAL Program Coordinator Compensation Determination Form

Instructions: Please complete the form below for each faculty member in your department serving as a Program Coordinator in the next fiscal year. Please use only the space provided in the form.

Faculty Name:

Department/School:

Fiscal Year:

Program Coordinator Description:

Duration: Fall Spring Summer 1 (July 1- Aug. 15) Summer 2 (May 15 – June 30)

Program Coordinator Responsibilities:

Will the Coordinator have responsibilities related to accreditation?

If yes, when is the next program reaccreditation cycle?

If yes, how much time (in hours) will be spent on accreditation during the academic year?

The summer?

Describe responsibilities:

Will the Coordinator have curricular responsibilities?

If yes, how much time (in hours) will be spent on curriculum during the academic year?

The summer?

Describe responsibilities:

Will the Coordinator have assessment responsibilities?

If yes, how much time (in hours) will be spent on assessment during the academic year?

The summer?

Describe responsibilities:

Will the Coordinator have advising responsibilities?

If yes, how large of an advising load (# of students) will be typical?

If yes, how much time (in hours) will be spent on advising during the academic year?

The summer?

Describe additional responsibilities:

Will the Coordinator have recruitment responsibilities?

If yes, how much time (in hours) will be spent on recruitment during the academic year?

The summer?

Describe responsibilities:

Will the Coordinator have budgetary responsibilities?

If yes, how much time (in hours) will be spent on budgeting during the academic year?

The summer?

Describe responsibilities:

Will the Coordinator have responsibilities concerning equipment or physical space?

If yes, how much time (in hours) will be spent on equipment/physical space during the academic year?

The summer?

Describe responsibilities:

Will there be other significant responsibilities?

If yes, how much time (in hours) will be spent on other responsibilities during the academic year?

The summer?

Describe responsibilities:

Faculty Name:
 Department:
 Fiscal Year:
 Program Coordinator Description:
 Requested level (see details below):

Requested compensation during the academic year (include both monetary and course release):

Requested compensation during the summer:

Description of Program Coordinator Duties during Fall and Spring Semesters	Recommended Compensation
<p>Level 1</p> <ul style="list-style-type: none"> ○ Responsible for extensive program assessment that requires collection and analysis of data to satisfy external accrediting agencies on an annual basis and typically over the summer ○ Responsible for program assessment, like SACSCOC ASL, that requires some collection and analysis of data on an annual basis ○ Accountable for curricular oversight and revision of a large program 	<p>Compensated with a course release or an overload stipend for fall and spring semester, the choice of which is made by the faculty member and department chair/director. Faculty member also receives a summer stipend.</p>
<p>Level 2</p> <ul style="list-style-type: none"> ○ Responsible for extensive program assessment that requires collection and analysis of data on a yearly basis and reports to satisfy external accrediting agencies on a cyclical basis, e.g., every 3 years. ○ Responsible for program assessment, like SACSCOC ASL, that requires some collection and analysis of data on an annual basis ○ Accountable for curriculum oversight and revision for a large program ○ Responsible for advising, coordinating, and completing paperwork for funded graduate assistantships or adjuncts 	<p>Compensated with a course release or an overload stipend for fall and spring semester, the choice of which is made by the faculty member and department chair/director. Faculty member also receives a partial summer stipend in appropriate years.</p>
<p>Level 3</p> <ul style="list-style-type: none"> ○ Responsible for program assessment, like SACSCOC ASL, that requires some collection and analysis of data on an annual basis ○ Accountable for curriculum oversight and revision for a medium-sized program 	<p>Compensated with a course release or an overload stipend for fall and/or spring semester, the choice of which is made by the faculty member and department chair.</p>
<p>Level 4</p> <ul style="list-style-type: none"> ○ Not responsible for program assessment, like SACSCOC ASL ○ May be responsible for extensive program assessment that requires collection and analysis of data to satisfy external accrediting agencies on a cyclical basis, e.g., every 3 years. ○ Coordinates for a small program, a single minor, or a single certificate program only 	<p>Does not qualify for compensation; these actions should count as service to the department on annual activity reports</p>

Compensation Level Approved by the Dean's Office: