

## Secondary Assignments for Instructional Support

### Advisor/Sponsor

Advisors and Sponsors oversee activities and provide advice and counsel to voluntary student organizations. Most advising and sponsoring functions are considered to be incidental to faculty positions and therefore no compensation is provided; however some exceptions apply.

Exceptions may include:

- Ambassador Advisor/Sponsors
- PTK Advisor/Sponsors
- Student Government

**Compensation:** \$3,630 per year or approximately 96 hours of release time.

### Coordinator/Program Coordinator/Lead

**Coordinator:** Primarily performs coordination duties characterized by facilitating the harmonious working of peers or colleagues toward the same end. Coordinators do not generally directly supervise staff. Coordinators may also coordinate services between organization and public, community, students.

**Program Coordinator:** Provides high level of coordination of college program across campus. Coordinates all aspects of program including providing reports and information to internal/external administration, community, customers, agencies, departments, etc. Makes and communicates process decisions in compliance with college policies. May track budget and expenditures and make recommendations in planning process.

**Programs may include but are not limited to:**

- Honors
- Service learning
- Forensics
- Developmental Studies
- International
- CISCO

**Compensation:** \$3,630 per year or approximately 96 hours of release time.

### Department Chair

Provides administrative academic leadership for senior and adjunct faculty. Oversees student management and development in specific academic area. Key focus is success of students and faculty.

**Responsibilities:**

- Participates in/coordinates hiring committees for adjunct faculty.
- Responsible for accurate faculty credentials.
- Makes faculty assignments, teaching loads, special assignments, and release time recommendations.
- Resolve faculty and student conflicts.
- Assess and evaluate, coordinate evaluation of, senior fulltime and adjunct faculty.
- Teach minimum of one course per semester.
- Participate in budget process – plan and recommend equipment, materials and supplies.

**Compensation:** \$7,258 per year (equivalent to 192 hours of release time)

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### **Lead Faculty**

Full-time faculty member who has needed knowledge about a program and will be responsible to the chair for program functions and information.

#### **Responsibilities:**

- Mentors adjunct faculty in the area.
- Implements approved curriculum development and revisions.
- Maintains curriculum packages (syllabus, resource materials, etc.) for courses and or Vista templates where appropriate.
- Works with the chair to assure that all certification requirements for the program are met.
- Advises students on career opportunities in the discipline
- Promotes and markets career paths for the area
- Communicates with Chair on advancements in the field
- Acts as liaison with the respective industry counterparts
- Works with the chair to recruit, hire and evaluate adjunct faculty.
- Works with the faculty in the area to provide input to the chair/operations manager on budget, scheduling etc.

**Compensation:** \$3,630 per year or approximately 96 hours of release time.

### **Program Director**

Responsible for developing and administering all levels of an accredited (continued reporting and accreditation required) program. Develops policies/procedures for operation of program.

Responsible for program success through marketing and enrollment. Fully responsible for budget planning and resource allocation for area.

Generally position is faculty position with additional stipend paid for Program Director functions. In some cases, as approved by EC, position may be Administrative.

#### **Program Director Disciplines:**

- Diagnostic Sonography
- EMS
- Fire
- HITT
- Medical Assisting
- Occupational Therapy
- Pharmacy Tech
- Physical Therapy
- Radiologic Technology
- Respiratory Therapy
- Sonography
- Veterinary Tech

**Compensation:** \$5,250 per year

**Note:** *Secondary Assignment amounts may be adjusted by campus with LEO approval or may be adjusted as part of a negotiated faculty workload by the Dean and VP of Instruction.*