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**Coordinator Two-Step Compensation Request Form**

As per Article 14.03A3 in the Academic Employees Collective Agreement and HR/Academic Procedure HRA-001: *Coordinators – Program and Discipline/Subject*, Coordinators whose programs have exceptional complexity factors may be granted a second-step stipend on the authority of the Dean/Chair. Coordinators meeting the criteria below will be given only one second-step stipend, even if they meet the criteria in more than one area. If the Coordinatorship is shared between two faculty, the second-step stipend will be divided between the faculty. The second stipend cannot be converted to release time.

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| **Coordinator Position (Program/Discipline):**  |
| **Effective Date:**  |

**Section 1: Consider the following questions and check the criteria that apply. Detailed rationale to be completed in Section 2 to clearly describe the scope and scale of the complexity.**

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|  | **Criteria/Description** | **Guiding Questions** |
|  | **A - Non-College locations** requires ongoing planning and management of curriculum delivery (operational logistics; equipment transfer; liaison with non-College personnel) | * What are the specific locations?
* What equipment is transferred and when?
* What are the logistical challenges?
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|  | **B - Oversight and coordination of the operation of a business venture** (establishing and running business enterprises that serve as applied learning opportunities) | * What is the annual budget?
* What is the frequency & level of activity? (# of clients, events, etc.)
* What is the staffing model?
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|  | **C -** Program viability is dependent **on revenue-generation and/or alternate funding sources** for equipment and infrastructure | * What are the specific revenue sources?
* What equipment and infrastructure is supported through revenue generation?
* What would be the impact if alternate funding was not generated?
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|  | **D - External certification and/or accreditation** requires significant administrative work and networking with external partners (authorities or over-sight bodies with which the program must comply or work) | * What are the specific certification and/or accreditation bodies?
* How often does certification and/or accreditation occur?
* What additional administrative work is required and when?
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|  | **E – Programs with three or more intakes during the academic year** (multiple orientations, large number of education plans and probation, significant tracking) | * How many intakes during the academic year?
* How many orientations are conducted and what is the extra work associated with these?
* What additional administrative work is required?
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|  | **F –** Bundling of multiple programs with small student numbers and/or where financial circumstances warrant and Coordinators are **not receiving the required baseline release hours** | * Why is additional release time not a viable option?
* What are the specific complexities involved with the multiple programs?
* What are the total number of students in all programs combined?
* What are the extraordinary circumstances that constitute a financial exigency situation?
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**Section 2: Detailed Rationale – Provide rationale for each criteria checked in Section 1 – use additional space where necessary.**

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| **Criteria (A – F in section 1)** | **Rationale (see Guiding Questions in Section 1)** |
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| Dean/Chair Signature: | VPAE Signature: |
| Date: | Date: |

Routing: Dean/Chair 🡪 VPAE 🡪 HR Consultant

Rev 2: February 1, 2020