

# Employee FAQ

## Program and Subject Coordinators

### **1. What is a Coordinator?**

Coordinators are teachers who in addition to their teaching responsibilities are required to provide academic leadership in the coordination of courses and/or programs. Coordinators are not supervisors and they do not have responsibilities for the supervision or disciplining of other teachers. There are two types of Coordinators – Program, Subject. A list of their duties can be found by clicking on the following links:

[Program Coordinator Baseline Duties](#)

[Subject Coordinator Baseline Duties](#)

A [website](#) that has been developed by Coordinators for Coordinators contains a comprehensive suite of resources available to assist Coordinators in completing their duties.

### **2. Do all programs and subjects have a Coordinator?**

No, the Deans and Chairs have responsibility for determining the required number of Coordinators in each program/school. Typically, each discrete program or subject will have a Coordinator, but in some instances a Coordinator may not be assigned at all or programs may be bundled together under one Coordinator rather than having separate Coordinators.

### **3. Who can be a Coordinator?**

Coordinator positions are open to any full-time or contract faculty with a teaching load (or, other teaching responsibilities in the case of full-time faculty) in any school during the academic year.

### **4. Can a faculty be assigned the role of Coordinator?**

No. The Collective Agreement is clear that employees cannot be required to accept the designation of Coordinator against their wishes. Faculty must be willing to accept the role of Coordinator.

### **5. How long can faculty be a Coordinator?**

The typical Coordinator term is three years for full-time faculty and one-year for contract faculty. Temporary replacement Coordinator positions (eg. to backfill a leave of absence or illness of a Coordinator) of a shorter duration are possible.

**6. How are Coordinators selected?**

Coordinator positions are posted and there is a competitive recruitment process. Interested faculty apply and qualified candidates are considered. Qualified full-time faculty receive first consideration followed by qualified employees who have been partial load within four months prior to the posting.

**7. Do Coordinator positions get posted if they are needed as temporary replacements while a full-time Coordinator is on vacation?**

No. Short-term temporary replacement Coordinator positions (e.g. summer replacement), may but do not need to be posted.

**8. How long do Coordinator positions have to be posted?**

Coordinator positions are posted for a period of two weeks.

**9. Can one faculty hold multiple Coordinator positions?**

Yes, if they are the successful applicant to more than one Coordinator posting.

**10. Can Coordinator positions be shared by more than one faculty?**

Yes. Although typically Coordinator positions are only held by one faculty, where circumstances warrant, they can be held by two faculty. In this case the duties and compensation (time and money) are divided between the faculty.

**11. How are Coordinators compensated for their duties?**

Coordinators receive both time and an allowance (or stipend) in recognition of their Coordinator duties.

**12. How much time are Coordinators given to perform their duties?**

The amount of time varies from one semester to another and also varies between Program Coordinator and Subject Coordinator.

Time for Program Coordinators is dependent on the number of full-time and part-time students enrolled in the program. Weekly hours for Program Coordinators are shown in the following table:

# of Full-time and Part-time Students	Weekly Hours to Perform Coordinator Duties
Up to 100	7 hours
101 to 175	9 hours
176 to 250	11 hours
251 to 325	13 hours
326 - 450	15 hours

During semesters where there are no students, Program Coordinators receive 4 hours.

Time for Subject Coordinators is dependent on the number of sections of students, number of faculty and number of courses. Weekly hours for Subject Coordinators are shown in the following table:

Sections		Courses		Faculty	
Number of Sections	Weekly Hours to Perform Coordinator Duties	Number of Courses	Weekly Hours to Perform Coordinator Duties	Number of Faculty	Weekly Hours to Perform Coordinator Duties
10-20	2	1-5	1	1-5	1
21-30	2	6-10	2	6-10	1
31-40	3	11-15	2	11-15	1
41-50	3	16-20	3	16-20	1
51-60	4	21-30	3	21-30	2
61-70	4	31-40	3	31-40	2
71-80	4	41-50	3	41-50	2

During semesters where there are no students, Subject Coordinators receive 2 hours.

If a Coordinatorship is shared between two faculty, then the time is divided between them.

**13. How much are contract faculty paid for the hours on their contract to do their Coordinator work?**

Contract faculty Coordinator hours are paid at their partial load non-teaching rate of pay, regardless of their teaching assignment and faculty classification. For clarity, even if they have a part-time or sessional contract, their Coordinator hours are paid at the partial load non-teaching rate of pay.

**14. How much is the Coordinator allowance?**

All Coordinators receive an allowance, commonly referred to as a stipend, that is equal to one or two steps on the salary grid. This stipend is paid bi-weekly on each pay. If a Coordinatorship is shared between two faculty, then the stipend is divided between them.

***15. In what situations is a two-step stipend given to a Coordinator?***

There are six different situations where a Coordinator may receive a two-step stipend and only after approval from the Vice President, Academic Experience:

- Program is delivered at a non-College location that requires ongoing planning and management of curriculum delivery by the Coordinator
- Program requires the Coordinator to have oversight and coordination of the operation of a business venture
- Program is dependent on revenue-generation and/or alternate funding sources for equipment and infrastructure
- Program has external certification and/or accreditation requiring significant administrative work and networking with external partners
- Program with three or more intakes during the academic year
- Programs have been bundled together under one Coordinatorship for financial reasons or because the programs have small student numbers and the Coordinator is being given only the baseline release of 7 hours (where otherwise total student numbers would require a higher number of hours)

***16. Can a Coordinator request they be given more time to perform their duties in exchange for giving up the Coordinator allowance (stipend)?***

Yes, Coordinators may convert their Coordinator stipend to 3 hours of additional time, subject to supervisor approval, which will not be unreasonably denied. The Coordinator must complete a Coordinator Stipend Conversion Request Form. If a Coordinator has a two-step stipend, only one of the steps can be converted to additional time.

***17. Can a Coordinator request a higher Coordinator allowance (stipend) in exchange for giving up some of their Coordinator time?***

No.