

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.

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.

	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)	<ul style="list-style-type: none"> What are the specific locations? What equipment is transferred and when? What are the logistical challenges?
	B - Oversight and coordination of the operation of a business venture (establishing and running business enterprises that serve as applied learning opportunities)	<ul style="list-style-type: none"> What is the annual budget? What is the frequency & level of activity? (# of clients, events, etc.) What is the staffing model?
	C - Program viability is dependent on revenue-generation and/or alternate funding sources for equipment and infrastructure	<ul style="list-style-type: none"> 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?
	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)	<ul style="list-style-type: none"> 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?
	E – Programs with three or more intakes during the academic year (multiple orientations, large number of education plans and probation, significant tracking)	<ul style="list-style-type: none"> 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?
	F – Bundling of multiple programs with small student numbers and/or where financial	<ul style="list-style-type: none"> Why is additional release time not a viable option?

	<p>circumstances warrant and Coordinators are not receiving the required baseline release hours</p>	<ul style="list-style-type: none"> • 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.**

Criteria (A – F in section 1)	Rationale (see Guiding Questions in Section 1)

Dean/Chair Signature:	VPAE Signature:
Date:	Date:

Routing: Dean/Chair → VPAE → HR Consultant

Rev 2: February 1, 2020