

HR / ACADEMIC PROCEDURE

Procedure # HRF-001: COORDINATORS – PROGRAM and DISCIPLINE/SUBJECT	
Issue Date: September 10, 2014	Revision: 1
Review By: September 9, 2017	Responsibility: VP Academic, HR Academic Labour Lead

1.0 Purpose

The purpose of this procedure is to document the principles, compensation, reporting requirements and baseline duties regarding Program Coordinators and Subject/Discipline Coordinators.

2.0 Scope

This procedure applies to all Program Coordinators and Subject/Discipline Coordinators excluding those assigned to programs/courses falling under the Haliburton Campus Memorandum of Understanding (refer to HSTA Coordinators procedure).

3.0 Principles

Coordinator positions are open to faculty with a teaching load (or other teaching responsibilities in the case of full-time faculty) in any school during the academic year. The following principles will apply:

- The Deans have responsibility for determining the required number of Coordinators in accordance with the parameters outlined in this procedure. **Note:** Typically each discrete program will have a Coordinator role. Similar programs or programs with substantial curriculum overlap may be clustered and assigned to one Coordinatorship.
- Coordinator positions will be posted, typically prior to the end of March.
- Qualified bargaining unit members will receive first consideration for posted Coordinator positions.
- Postings will reference the appropriate Baseline Duties as outlined in section 6.0.
- The coordinator term for full-time faculty shall be three years.
- For positions filled by contract faculty, the position must be reposted after one year.
- If a contract faculty Coordinator no longer has a teaching load the position is automatically reviewed by the Dean to determine whether the incumbent can continue in the role.
- If one person applies and is the successful candidate for more than one Coordinator position, s/he will receive the appropriate release time and a one-step stipend (or two-step stipend if applicable per sections 4.3 and 4.4) for each posted position.

- The role does not bring preferential treatment for future hiring - either part-time/partial-load/sessional or full-time.

4.0 Coordinator Compensation

4.1 Standard Release Time

4.1.1 Baseline Hours:

Program Coordinator:

# of Full-time and Part-time Students	Complementary Release Time
Up to 100	7 hours
101 to 175	9 hours
176 to 250	11 hours
251 to 325	13 hours
326 - 450	15 hours

Discipline/Subject Coordinator (**effective Fall 2014 semester**):

Sections		Courses		Faculty	
Number of Sections	Complementary Release Time	Number of Courses	Complementary Release Hours	Number of Faculty	Complementary Release Hours
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

Note: If the minimum 4 hours of release time for Discipline/Subject Coordinator does not result in the removal of one section from the faculty workload, one additional hour of complementary release time will be applied.

4.1.2 Summer: In cases where a Coordinator is required during the summer months, Summer Program Coordinators will receive 4 hours as the baseline release whereas Discipline/Subject Coordinators (effective September 2014) will receive 2 hours as the baseline release. The Standard release time, as outlined in 4.1.1, will apply for Coordinators having students during the summer semester.

4.1.3 Stipend: All Coordinators receive a minimum one-step stipend. Full-time Coordinators may convert the stipend annually to 3 hours release time, with Dean approval, which will not be unreasonably denied. A two-step stipend, which must be approved by the VPA prior to posting, may be granted in exceptional circumstances. (See sections 4.3 and 4.4.)

If the Coordinator role is reassigned to another faculty member for the full summer vacation period, s/he will receive a pro-rated stipend.

4.1.4 Contract coordinators: Contract Coordinators will be paid at a partial load complementary rate, regardless of teaching assignment.

4.2 Additional Duties and Compensation

Additional non-teaching duties may be assigned to the Coordinator or another faculty member (or to the appropriate employee group). Such duties are considered beyond the baseline duties of all Coordinators and may include but are not limited to:

- New program start-up - 4 hours release in addition to the standard release time (per section 4.1) will be given for all new program start-ups with consideration given to:
 - Start-up costs; offsite delivery; length of program; marketing; capital; unique, brand new program, not offered elsewhere
 - The additional release hours will be given for the duration of the first complete cycle of the program
- Complex operational logistics – eg. co-op placements, applied projects, field camp arrangements, clinical placements.
- Unusual/unforeseen challenges and circumstances not covered in baseline duties, incurred during times of program/discipline decline, extreme growth or change.

4.3 Two-Step Compensation

Coordinators whose programs have exceptional complexity factors may be granted a second step stipend on the authority of the Dean, with the approval of the VPA. Rationale must be documented and submitted to HR for the HR file and Payroll processing. Rationale will be reassessed as each position is reposted.

Coordinators meeting the criteria below will be given only one second-step stipend, even if they meet the criteria in more than one area. The second stipend cannot be converted to release time.

Criteria	Description
Non-College locations requires ongoing planning and management of curriculum delivery	Operational logistics Equipment transfer Liaison with non-College personnel including

	facilities and their operating protocols to deliver the curriculum
Curriculum includes operation of a business venture	Program delivery includes establishing and running business enterprises that serve as applied learning opportunities.
Program is dependent on revenue-generation and/or alternate funding sources for equipment and infrastructure	Program viability is dependent on acquiring funds and capital to operate the program; typical capital intensive programs If these resources are not available the program would be unable to operate
External certification and/or accreditation requires significant administrative work and networking with external partners	External partnership responsibility relates to external authorities or over-sight bodies with which the program must comply or work

4.4 Bundling of Programs for Financial Reasons

In instances where programs have small student numbers and/or where financial circumstances warrant it, Deans may choose to bundle multiple programs under one coordinatorship. Prior to posting the position it will be decided whether:

- a) the Coordinator will receive one block of release time based on the standard release hours (per section 4.1) reflecting the total number of students in the programs PLUS a one-step stipend; OR
- b) the Coordinator will not receive additional release hours beyond the baseline but will receive a second-step stipend as compensation in lieu of additional release hours.

If a second-step stipend is chosen, then documented rationale will be provided to the VPA for approval prior to posting.

5.0 Reporting Requirements

The College will provide a report to AUCC in October of each year of the current Coordinator assignments.

6.0 Coordinator Baseline Duties

**PROGRAM COORDINATOR
Base-line Duties**

Program Coordinator Role Summary:

The Program Coordinator plays an important academic leadership role that is critical to program sustainability and student success. As the program champion, the Coordinator facilitates key academic and operational processes, working collaboratively with the Dean, Chair, faculty and support areas. The Coordinator does not have responsibility for the supervision or disciplining of other faculty. The following represents the baseline duties that all Programs Coordinators perform. Additional duties may be assigned and additional release time will be allocated as required.

PROGRAM RESPONSIBILITIES:
<p>Advocates and leads annual curriculum renewal for the program</p> <ul style="list-style-type: none"> • Collaborates with CLT, program teams and discipline teams.
<p>Program Review</p> <ul style="list-style-type: none"> • Collaborates with the Chair, CLT Consultants and program faculty in the completion of the Program Review process.
<p>Develops & maintains a network of program-related contacts</p> <ul style="list-style-type: none"> • Including attendance at local, regional or provincial meetings • Act as a program advocate at Fleming and external communities • Key point of contact with industry, business and the community • Respond to program inquiries from the public (e.g. students, parents, high school teachers, counselors) • Provides update to Deans/Chairs (e.g. legislative changes, certification changes, industry-related technological changes)
<p>Coordinates & chairs Program meetings</p> <ul style="list-style-type: none"> • Sets meeting times, develops agenda and chairs regular program meetings
<p>Coordinate & participate in Program advisory committee meetings</p> <ul style="list-style-type: none"> • Assist with convening of meetings and agenda preparation; provide advice on content of meeting minutes; ensure advisory committee members are aware of specific program-related activities • Participate as a non-voting member in committee meetings • Recommends membership
<p>Program Budget – assists with activities including but not limited to:</p> <ul style="list-style-type: none"> • Initiates purchases for program • Provides input to Dean/Chairs on operating and capital needs
STUDENT & FACULTY SUPPORT:
<p>Program Advocate</p> <ul style="list-style-type: none"> • Participate in meetings with student representation for open dialogue on student needs and program requirements
<p>Provide advice and counsel to students in assessing individual academic support from point of entry to point of exit</p> <ul style="list-style-type: none"> • Assist students, as required, in the development of an educational plan appropriate to their career aspirations and abilities • Provide students with opportunities to evaluate and re-evaluate progress toward their goals

<p>Provides peer guidance and assistance to faculty (e.g. Course outlines, marking practices and policies, textbook ordering, academic policies)</p> <ul style="list-style-type: none"> • First point of contact for academic feedback for students and faculty • Course/Program Orientation for new hires (infrastructure orientation for office, email, phone via SOL) • Identifies resources for faculty and students to support their needs • Embeds and reinforces “Guidelines for Professional Practice and “Core Promise to Students” in the culture of Fleming • Assist in problem solving with faculty and student issues • Advise Dean/Chair of faculty-related issues brought to their attention by students, following confirmation that students have followed proper processes • Facilitate tasks and activities of the program team
<p>ACADEMIC RESPONSIBILITIES: (in collaboration with the Dean & Chair)</p>
<p>Facilitate course exemptions process</p> <ul style="list-style-type: none"> • Process and approve program course exemptions • Evaluate and advise direct entry applicants
<p>Course outlines</p> <ul style="list-style-type: none"> • Reviews and endorses course outlines and submits to the Chair
<p>Enrolment - Provides end-of-semester enrolment predictions</p>
<p>Workload process - As the program content expert, provides input to the workload process (# of sections, # of students, skill set required, operational requirements)</p>
<p>Curriculum Verification- Confirms program curriculum for both the academic year and post-secondary calendar ensuring faculty are involved</p>
<p>Timetable Verification- Reviews draft timetables for errors/omissions in consultation with program faculty and technical support</p>
<p>Academic Progression- Meets with students identified for academic progression and complete progression documentation</p> <ul style="list-style-type: none"> • Develops contracts for students on probation • Monitors students on academic probation • Recommends to Dean/Chairs for student to step out if not meeting contract
<p>Academic Appeals-</p> <ul style="list-style-type: none"> • Provides guidance around process, timelines and procedures • Provides relevant information to the faculty, Dean, and/or Chair regarding student's overall success in the program
<p>Academic Awards</p> <ul style="list-style-type: none"> • Champions new awards and criteria • Consults with faculty to select recipients; submit marks for awards process • Attends Awards ceremony
<p>Convocation</p> <ul style="list-style-type: none"> • Processes graduate audit in conjunction with Registrars’ Office • Attends convocation
<p>School-related activities- As the Program champion, assists the Dean and Chair in areas such as:</p> <ul style="list-style-type: none"> • Provides input to Dean/Chair regarding academic strategies • Provides input to the Dean/Chair regarding strategic program resource requirements

- Identifies trends from their field of expertise
- Identifies enrolment growth opportunities to academic delivery
- Contributes to solutions to resolve enrolment challenges
- Provides input on retention and student success
- Participate in program marketing and conversion activities (e.g. Open House, Welcome Days, other special events, etc.)

**DISCIPLINE/SUBJECT COORDINATOR
Base-line Duties**

Discipline/Subject Coordinator:

The Discipline/Subject Coordinator plays a critical academic leadership role in promoting a broader educational experience that complements the program-specific outcomes. As the champion of their discipline, the Subject Coordinator facilitates key academic and operational processes, working collaboratively with the Dean, Chair, faculty and support areas. The Coordinator does not have responsibility for the supervision or the disciplining of other. The following represents the baseline duties that all Discipline/Subject Coordinators perform. Additional duties may be assigned and additional release time will be allocated as required.

DISCIPLINE/SUBJECT RESPONSIBILITIES:
Leads annual curriculum renewal - <ul style="list-style-type: none"> • Collaborates with CLT, program teams and discipline teams • Provides leadership in policy, subject standards, and compliance matters • Facilitates the integrations of relevant program-specific resources into curriculum • Coordinates ongoing development of new courses
Develops and maintains a network of subject-related contacts <ul style="list-style-type: none"> • Provides updates to Dean and may represent the Discipline at local, regional or provincial meetings. • Acts as an advocate for the discipline at Fleming and external communities
Leads Subject meetings- Sets meeting times and develops agenda (can include program faculty)
Participates in Program advisory committee and School meetings, as required
Liaise with Program Coordinators
SUPPORTS FACULTY AND STUDENT SUCCESS:
<ul style="list-style-type: none"> • Provides peer support and guidance and assistance to faculty (eg. Team teaching, course outlines, textbook ordering, academic policies and procedures). • Identifies resources to faculty and students to support their needs • Primary point of contact to address questions, concerns, complaints related to the subject/discipline
DEAN and CHAIR COLLABORATION:
As the subject content expert, may provide general input on the workload process (# of sections, # of

students, skill set required, operational requirements)
Assists the Dean in School-related activities such as strategic planning and budget. <ul style="list-style-type: none"> • Provides input to Dean regarding academic strategies • Identifies trends from their field of expertise • Contributes to retention and student success strategies
ACADEMIC RESPONSIBILITIES: (In collaboration with the Dean and Chair)
Processes course exemptions
Course outline verification reviews and endorses course outlines and provides input as required prior to Chair approval