

GUIDELINES FOR ADMINISTRATIVE ROLES AND COMPENSATION WITHIN THE COLLEGES

Title	IN/OUT OF UNIT	CONTRACT PERIOD	MONETARY COMP	COURSE RELEASE	ADMIN PAPERWORK	SUPERVISOR	SAMPLE DUTIES
ASSOCIATE DEAN	OUT	12 CONTRACT	UP TO \$10,000 PER CONTRACT PERIOD	UP TO 3 PER TERM	APPT FORM	DEAN	Handles all program and student learning outcomes, student affairs issues, oversees advising office, manages enrollment, curriculum, serves on university /college committees
CHAIR	OUT	12 CONTRACT	UP TO \$4500 PER CONTRACT PERIOD	UP TO 4 ANNUALLY	APPT FORM	DEAN	Runs all aspects of a department; evaluates all dept faculty and staff, manages budgets, assessment, coordinates curriculum, and serves on college committees. Chairs are expected to also serve as program leaders when possible
DIRECTOR	OUT	12 CONTRACT	UP TO \$10,000 PER CONTRACT PERIOD	UP TO 3 PER TERM	APPT FORM	DEAN	Run all administrative aspects of a specific academic program (PGM, RHM, Nursing, Gen. Ed, Honors etc.) includes budget, curriculum, scheduling, faculty hires, retention, promotion, advising, and staff
PROGRAM DIRECTOR	IN	ACADEMIC CONTRACT	UP TO \$3600 PER ACADEMIC CONTRACT	OR 1 PER TERM	APPT FORM	CHAIR	Leads a specific degree program. Works very closely with the chair on program needs budget, scheduling of classes, curriculum, advising, faculty searches, and accreditation assessment
PROGRAM COORDINATOR	IN	ACADEMIC CONTRACT	UP TO \$3600 PER ACADEMIC CONTRACT	OR 1 PER ACADEMIC CONTRACT (with the exception of Colloquium which has a release of 2/2/2)	APPT FORM	CHAIR	Runs all administrative aspects of a program to include program curriculum, assessment, scheduling and program review.(In CHP Assists the Director with all aspects of clinical education programs.)
PROGRAM LEADER	IN	ACADEMIC CONTRACT	UP TO \$3000 PER ACADEMIC CONTRACT	NONE	OVERLOAD	CHAIR	Program curriculum and assessment

The above is a standard guideline to be used unless accreditation standards dictate otherwise.

A standard 12 month out of unit teaching load is defined as 3/3/2

A standard 9 month academic contract teaching load is 3/3

modified 9.14.20