

APPOINTMENT TO ACADEMIC COORDINATOR TITLES

Date Prepared:		Date Revised:			
PRESENT STATUS		RECOMMENDATION			
Present Title:		Title:			
Years at Rank:	Years at Step:	Department/Division:			
Vote:	# Eligible:	For:	Against:	Abstain:	Unavailable:
Advisory Vote:	# Eligible:	For:	Against:	Abstain:	Unavailable:

Please select the appropriate level of each and explain your selection in the area below:

ACADEMIC COORDINATOR LEVEL			
Criteria	Level I	Level II	Level III
Program Complexity: size and/or scope of the program in the Academic Coordinator's charge	Minimal Complexity: Specialized program with small staff OR single program serving single constituency <input type="checkbox"/>	Moderate complexity: Multidisciplinary program with a moderately-sized staff OR single program serving multiple constituencies <input type="checkbox"/>	Substantial complexity: Single, highly specialized academic unit with a large staff OR collection of programs serving multiple constituencies <input type="checkbox"/>
Explanation of level chosen:			
Degree of independence and reporting relationships	General supervision by a department chair, faculty member, or other academic or professional staff member <input type="checkbox"/>	Independent coordination, generally reporting to a department chair, asst./assoc. dean, or equivalent positions <input type="checkbox"/>	Independent directorship, generally reporting to a dean or vice chancellor <input type="checkbox"/>
Explanation of level chosen:			
Budgetary Activities (degree of involvement in either generating or coordinating funds, or both)	Limited involvement <input type="checkbox"/>	Moderate involvement <input type="checkbox"/>	Extensive involvement <input type="checkbox"/>
Explanation of level chosen:			
Degree of professional accomplishment and or scholarly contributions needed to discharge responsibilities	Primarily program administration AND professional accomplishment AND scholarly contributions if a stated requirement of the position <input type="checkbox"/>	Program administration AND professional accomplishment AND scholarly contributions if a stated requirement of the position <input type="checkbox"/>	Program administration AND professional accomplishment AND scholarly contributions if a stated requirement of the position <input type="checkbox"/>
Explanation of level chosen:			
Impact on campus mission	Campus <input type="checkbox"/>	Regional <input type="checkbox"/>	State and National <input type="checkbox"/>
Explanation of level chosen:			