

Procedure:

George Brown College

ACADEMIC COORDINATOR ASSIGNMENTS

January 2014

Coordinators provide academic leadership to a course(s) or program(s) and, as such, contribute to strong academic offerings, a positive learning culture for students and effective communications amongst colleagues.

In order to provide professional development and succession planning opportunities for academic employees and to maintain currency with the teaching environment, coordinator assignments normally will be rotated on a regular basis, except at the discretion of the appropriate academic manager.

In accordance with the Collective Agreement for CAAT Academic Employees, employees who are designated as coordinators at George Brown College will receive an allowance equal to one (1) step on the appropriate salary schedule (exception requires approval by the Vice-President, Human Resources & Organizational Development) in addition to the individual's base salary.

PROCEDURE

1. The need for academic coordinator assignments will be determined by the academic manager.
2. The normal term of a coordinator assignment is 1-3 years, renewable once after inviting expressions of interest.
3. In addition to teaching, academic coordinators may receive release time (complementary hours) consistent with guidelines established by the academic Division.
4. Academic coordinators report to the academic manager who assigns the specific duties which, in accordance with the collective agreement, shall be determined prior to acceptance of the coordinator designation, subject to changes as circumstances require.
5. Academic managers will invite expressions of interest for upcoming coordinator assignments by announcing the opportunity(ies) in a department meeting and sending an e-mail message to all departmental faculty. The invitation will state the length of the term and include a summary of the general duties.
6. Academic employees, including the incumbent coordinator, may apply for the assignment.
7. Preferably, coordinator duties will be assigned to full-time post-probationary teaching faculty. Exceptions may occur when there is no full-time post-probationary teaching faculty available or willing or, as determined by the academic manager, ready to take on the responsibilities.
8. The academic manager is responsible for assigning coordinator responsibilities within the scope of a coordinator role (see Appendix A). Academic managers are encouraged but not required to engage faculty in determining who will be selected from among those interested, as a means to foster on-going interest in academic leadership opportunities and rotation of assignment.

9. Incumbents may serve in a coordinator assignment for a period of up to two consecutive terms (maximum 6 years). They must then step aside for at least one term, except in extraordinary circumstances such as where there is a limited number of faculty in the department for rotation to be feasible. In such cases, the incumbent may be extended in the position subject to the approval of the appropriate academic manager.
10. If a coordinator takes a sick, maternity or parental leave during a term, the 1-step coordinator allowance will continue as part of regular salary. A coordinator allowance will cease if a coordinator requests and is approved for a leave of absence including Professional Development leave.

Faculty serving as temporary coordinators may be provided with release time (complementary hours) and, if serving for more than a month, will receive a pro-rated 1-step coordinator allowance for the duration of coverage.
12. If a coordinator resigns from a coordinator assignment, s/he normally will give four (4) weeks' notice and the 1-step coordinator allowance will be discontinued at the end of the month in which the duties are relinquished.

When a coordinator is rotated out of or released from coordinator responsibilities, the allowance will continue to the end of the current semester even if the duties are reassigned before then.
13. To process the coordinator's allowance or any subsequent change to the allowance, the academic manager will complete a (PPAF) Personnel and Payroll Action Form and forward it to Human Resources.

APPENDIX A

SAMPLE LIST OF TYPICAL COORDINATOR RESPONSIBILITIES

In collaboration with colleagues, coordinators provide academic leadership to a course or program and, as such, contribute to strong academic offerings, a positive learning culture for students and effective communications amongst colleagues. Academic leadership activities vary greatly across divisions and are not the sole domain of faculty. Under the direction of the academic manager, a coordinator may be assigned to:

- Promote effective communications amongst program/course faculty, staff, students and other College representatives
- Act as a resource regarding the design, development and revision of curriculum
- Assist with the development and refinement of course outlines
- Coordinate and assist with consistency in delivery of course content and evaluation processes
- Coordinate and organize course teaching materials such as textbooks
- Coordinate orientation of new students
- Field inquiries from potential students and coordinate information sessions
- Plan, implement and oversee fieldwork, clinical, externship, co-op or other work experience components of programs including assessment of students' suitability and sourcing placements
- Participate in student recruitment, selection, placement, and academic and other student advising
- Provide input to budget and inventory related to specific program activities such as teaching supplies
- Assist in faculty selection processes
- Assist with orientation and mentoring of faculty and staff
- Coordinate program advisory committees and liaise with the community, agencies and business/industry
- Assist with monitoring KPIs and implementing improvements under the direction of the academic manager
- Consult with and advise students on academic issues
- Guide and refer students with complaints appropriately to the faculty member or academic manager or College services as indicated in relevant policies/procedures
- Coordinate and lead promotion meetings
- Coordinate or provide input to scheduling
- Develop and maintain program/course plans and statistics
- Recommend equipment, supplies and resources
- Work with others in the college to share best practices related to academic leadership

A coordinator may not:

- Hire, supervise, discipline or terminate employees (whether in or out of the bargaining unit)
- Require colleagues to attend meetings
- Enter into contracts on behalf of the college
- Make decisions on workload assignments
- Engage in discussion on matters relating to colleague performance