EHD Coordinator and/or Director Appointment and Compensation Guidelines
4/23/15

I. Appointment and Parameters of Coordinator and/or Director

A. The positions of Coordinator and/or Director are service positions and stated as service on faculty position descriptions.

B. The baseline percentage on the faculty position description (page 2) for serving as a program coordinator or director is 15%. This should be listed on the position description as service for the duration of the appointment. Coordinators/directors’ programs may require a greater percentage and this is negotiated with the department chair on a case by case basis.

C. A program coordinator or director is appointed by the department chair and the process of identifying a coordinator or director should follow approved departmental by-laws or procedures. The program coordinator or director reports to the Department Chair.

   1. The program coordinator or director position should be time-limited. This is stated at the time the Chair makes the appointment. It should be articulated in a memorandum of understanding that is signed by both the Chair and the program director/coordinator designee.

   2. The term of program coordinator/director service appointment should be no more than three successive years. After a program coordinator or director has served a full service term, the Department Chair reviews the functioning of the program with each faculty member in the program area. In this review the Chair shall discuss with each faculty person in the program area the functioning of the program, and another member of the program area might be asked to serve as the director/coordinator. If the Chair is satisfied that it is the wish of a program area, and function of the program area is satisfactory, the Chair can recommend that the present program director/coordinator be reappointed for another three year term, or permit re-election.

   3. Consistent with the existing UND Department Chair term policy, the activities of a coordinator or director would extend over twelve months if the program curriculum is active during the summer months (e.g., required courses or program activity occurs only during the summer or is expected, as in the case of a university supervised practicum, to extend over the summer months). If the program is not active in the summer months, then the coordinator/director duties would extend only across the 9-month academic year.

   4. It is a College of EHD expectation that to administer the ongoing faculty and student needs and activities of a program that the program director or coordinator is available on-campus to administer these activities. This time on-campus is during the 9-month academic year and the program coordinator or director should have provisions for intermittent on-campus availability during the summer months as well. Given that on-campus time needed to provide leadership and administration varies from program to program, the amount of required on-campus time should be negotiated up-front,
preferably in writing, with the Chair of the Department prior to the formal program director appointment.

II. **Compensation for Serving as Coordinator and/or Director**

A. Compensation for serving as a coordinator and/or director may include course or partial-course release time and/or a monetary stipend.

B. Monetary compensation may involve payment by accrual of development monies or a stipend.

C. Costs for compensation must be paid for by the department in which the coordinator and/or director serves.

1. Course releases or partial course releases in exchange for time spent coordinating or directing, can be employed to provide additional time resources for performing the director/coordinate activities. The dollar cost at market rate to the department to hire and, where needed, supervise (e.g., a PhD student) a replacement instructor would be a guide to weight the value, for the purpose of compensation, the course release option for program area coordination or directorship.

2. In some cases monetary compensation for serving as a coordinator and/or director is warranted if the responsibilities are deemed substantial enough to justify a stipend. The work of coordination, in this instance, should be beyond what is typically viewed as regular faculty service to the department, college or university committee. Monetary compensation should be merited if, for example, coordinating consists of the following: (1) developing and maintenance of program policies, (2) ensuring that program accreditation is maintained, (3) tracking or managing faculty teaching and advising that occurs within such a program, (4) the convening of program area faculty meetings, (5) completing summer duties for program maintenance. Compensation would be established through a departmentally generated stipend or development dollars and paid by the department.

   a. If a dollar amount is used (such as a stipend or development dollars) for compensation, the amount distributed cannot exceed 50% of the Chair’s stipend in the department in which the program coordination occurs.

   b. If the compensation is in dollar amounts, then the dollars paid for coordinator or director services rendered will be calculated within the 100% overload rule. In this instance, coordination activities would be included along with teaching and other paid activities not to exceed the performance of a faculty member’s allowable workload.

   c. If monetary compensation is provided, it is recommended the work of the coordinator/director be evaluated as service part of the annual evaluation process. Feedback on coordinator duties is received directly from the body of faculty with which the director works.
III. Additional Guidelines

A. In addition to compensation from the department under the provisions noted above in the form of regular faculty workload relief or monetary stipend, the Department Chairperson is encouraged to balance coordinator service workloads across the broader group of program area faculty. It is also advisable once a coordination term has expired, for the program coordinator role to rotate among appropriate senior program area faculty.

B. This College of EHD clarification policy for within-department program coordination or directorship should be reviewed every three years by the EHD Council of Chairs to assess ongoing College policy relevance for program coordinator reimbursement and to ensure that this policy remains consistent with evolving UND policy and procedures.