Longwood University Faculty Senate
PROPOSAL/POLICY COVER SHEET

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Faculty Senate Executive Committee

TOPIC: Revision to description of area coordinators

BACKGROUND: SACS research uncovered our use of the term "area coordinator" both for faculty assisting departments to run programs and for staff in charge of buildings or physical areas of the university. This led to confusion.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions)**:** We have changed the name "area coordinator" to "program coordinator" in all places, added responsibility for assessment and external accreditation as a possible duty, and reworded the information about compensation.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed)**:** The change will make clear the distinction between program heads and building monitors, and allow us to remain compliant with SACS. In addition, it will clarify duties and potential compensation amounts and decision factors.

Date submitted to Senate Executive Committee for Consideration: _____
Action(s) Taken:

Date first read at Faculty Senate:_____
Action(s) Taken:

Date final action taken by Faculty Senate: _____
Final action(s) Taken:

F. PROGRAM ~~AREA~~ COORDINATORS

Each department chair will determine the number, if any, of program ~~area~~ coordinators in the department in accordance with the needs of the department and in consultation with the dean.

A program ~~An area~~ coordinator will be appointed by the department chair after consultation with the dean, with the program ~~area~~ faculty members, and with the faculty member selected by the chair to be the coordinator. The appointment should be based on factors such as seniority, productivity of the faculty member, and respect for that member by other members in the program ~~area~~. The department chair can also serve as coordinator of his/her discipline within multi-discipline departments that require program ~~area~~ coordinators. The title "program ~~area~~ coordinator" will appear next to that faculty member's name in the department's section of the University catalog.

Each program ~~area~~ coordinator will be appointed annually by the department chair and is eligible for reappointment. The department chair, in consultation with the dean, will decide ~~what stipend, if any, each area coordinator will receive each year. Such stipend and the type of stipend, if any, will be determined by~~ whether to award a stipend or reduction in teaching load for program coordination, with the type and amount based on the coordinator's responsibilities, whether or not the program ~~area~~ offers a major, the number of majors and other students being taught in the program ~~area~~, whether or not the coordinator is in charge of a separate facility, etc. ~~If a stipend is granted, it usually consists of one of two incentives: a reduction in teaching load or receiving an adjunct salary for teaching an overload. The title "area coordinator" will appear next to that faculty member's name in the department's section of the University catalog.~~

Specific responsibilities of program ~~area~~ coordinators are assigned by the department chair, and may include:

1. Calling and presiding over meetings that deal with academic, administrative, or budget matters.

2. Providing leadership in the development and/or revision of curricula, including proposing new programs, cooperative programs, etc.

3. Assisting the chair in scheduling classes and in recommending course substitutions for students.

4. Approving all requisitions and/or travel before final approval by the department chair.

5. Assuming responsibility for catalog copy.

6. Assuming responsibility, in conjunction with the chair, for matters of accreditation and external assessment.

7. Assisting the chair in faculty development and recognition.

8. Assisting the chair in assigning workloads, replacing members temporarily absent, recommending adjuncts, etc.

9. Arranging and scheduling special events, and arranging publicity for such events.

10. Assuming responsibility for providing faculty advisors.

11. Assuming responsibility for developing and maintaining a student handbook, advising sheets, brochures, etc.

12. Assisting the department chair in student recruitment, screening and recognition.

13. Performing such other duties as may be assigned by the chair.