

**College of Natural and Agricultural Sciences  
Academic Coordinator Position Summary**

<b>ACADEMIC COORDINATOR</b>	
<b>Title Codes</b>	<b>AY:</b> 000840, 000842, 000844, 000850, 000852, 000854 / <b>FY:</b> 000841, 000843, 000845, 000851, 000853, 000855
<b>Policy Reference</b>	<a href="#">APM 375</a>
<b>Academic Senate Membership</b>	No.
<b>Titles</b>	Academic Coordinator I (000840/000841) I-NEX (000850/000851), II (000842/000843) II-NEX (000852/000853), III (000844/000845) III-NEX (000854/000855)
<b>Definition</b>	Academic Coordinator titles are for appointees who administer academic programs that provide service closely related to the teaching or research mission of the University. This service may be provided to academic departments, to students, or to the general public.
<b>Levels</b>	<b>The appointment level and salary must be reviewed &amp; preapproved by the Dean before the recruitment and/or the appointment can go forward. The request for such must be accompanied by the form (Level Criteria for Appointment for Academic Coordinator) and the Organizational Chart displaying reporting relationships.</b>
<b>Change in Levels</b>	Change in level is not considered a promotion. It's a level change so a new appointment request will need to be submitted along with the appropriate items.
<b>Terms of Service</b>	Appointments may be for one year or less, for longer periods, and/or for an indefinite period; they can be appointed on an academic-year or fiscal-year basis.
<b>Duties</b>	Primarily administrative; those in this title who are assigned research or instructional duties are required to hold a dual title ( <i>i.e.</i> researcher or lecturer without salary).
<b>Degree Requirement</b>	An M.S. degree (or equivalent) or other appropriate degree may be required; certain positions might require a Ph.D. or equivalent experience.
<b>Criteria for Appointment</b>	Must have a professional background of academic training and/or experience; an M.S. degree (or equivalent) or other appropriate degree may be required; certain positions might require a Ph.D. or equivalent experience; see APM - 375, Appendix A for criteria for appointment to a specific level.
<b>P.I. Status</b>	No.
<b>Merit Review/Performance Review Criteria</b>	Merit increases are based on administrative performance, professional competence and activity and University and public service; a job description and a comprehensive assessment of the candidate's qualifications and performance should be provided for merit or performance review. Levels I/II - reviewed every two years; Level III - reviewed every three years. <b>Cannot defer</b> - a merit or a performance review needs to be submitted every two or three years.
<b>Approval Authority</b>	Appointments, reappointments, merits and performance reviews, and level changes are Dean's final.
<b>Salary Scale Range</b>	Academic Year - see Table 35-; Fiscal Year - see Table 36-; Academic Year NEX-see Table 35N-; Fiscal Year NEX - see Table 36N
<b>Off-Scale Allowed</b>	Yes per APM 620-14
<b>Vacation Leave</b>	Appointments on a fiscal-year basis for six months or more at 50% time or more accrue vacation.
<b>Sick Leave</b>	Fiscal-year appointees accrue sick leave provided the appointment is at 50% or more time.
<b>8-Year-Rule</b>	No.
<b>Subject to Layoff</b>	Appointments which have specific ending dates are subject to APM - 137. When appointment in this series is terminated due to budgetary reasons, lack of work, or programmatic needs, APM - 145 applies. Dept. will notify the Dean's office and Labor Relations; Affirmative Action will review/approve before the layoff can occur. Once approved, dept will give to employee a 30-day written notice of action.
<b>Funding</b>	May be supported by State funds and/or non-State funds. (If 19900 funds, Dean must pre-approve).
<b>Sabbatical Leave</b>	Not eligible.
<b>Leave with Pay</b>	Eligible - when the leave is in the interest of the University and if funds are available. Dean's approval; use UPAY 573.
<b>Affirmative Action Search Needed for Appointment</b>	<b>Affirmative Action Search</b> - Yes. Use Guideline One (for indefinite appointments) and Guideline Two (for temporary appointments).
<b>Faculty Vote for Appointment/Reappointment</b>	Yes.
<b>Extramural Letters Needed for Appointment</b>	Yes - minimum requirement of three. Supervisor cannot be one of the extramural letter writers.
<b>Job Description</b>	Required - use the job description template for an Academic Coordinator - must be signed off by the supervisor and the candidate.
<b>Visiting Titles</b>	No.
<b>Bargaining Unit</b>	Non-represented.
<b>APPOINTMENT FILE - INCLUDE THE FOLLOWING:</b>	Use Academic Coordinator appointment/reappointment request form.