**JOB DESCRIPTION  
ACADEMIC COORDINATOR SERIES (Levels I-III)**

**(APM 375)**

**CANDIDATE’S NAME**:        
**LEVEL**:        
**SUPERVISOR’S NAME**:      

***Definition of Title*** *(APM 375): academic 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. Their duties are primarily administrative.*

**CRITERIA FOR APPOINTMENT TO TITLES AT ALL LEVELS (refer to APM 375 for criteria for appointment to a specific level – address both areas):**

1. Academic appointees must have a professional background of academic training and/or experience:

1. Professional accomplishment and scholarly contributions may also be required:

**CRITERIA FOR EVALUATING PERFORMANCE:** merit increases are based on administrative performance, professional competence and activity, and University and public service. Professional accomplishment and scholarly achievement should also be considered, if required by the position.

**Other responsibilities if applicable:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Candidate’s Signature |  | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Supervisor’s Signature |  | Date |