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| --- | --- | --- | --- |
| Date prepared: |       | Date Revised: |       |
| **Present Status** |  **Recommendation** |
| Title: |       | Level:       | Title: |       | Level: |       |
| Years at Rank: |       | Years at Step: |       | Department/Division: |       |

**Please select the appropriate level of each and explain your selection in the area below:**

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|  | **Academic Coordinator Level** |
| **Criteria** | **Level I** | **Level II** | **Level III** |
| Program Complexity:size and/or scope of the program in the Academic Coordinator's charge | Minimal Complexity:Specialized program with small staff OR single program serving single constituency[ ]  | Moderate complexity:Multidisciplinary program with a moderately-sized staff OR single program serving multiple constituencies[ ]  | Substantial complexity:Single, highly specialized academic unit with a large staff OR collection of programs serving multiple constituencies[ ]  |
| Explanation of level chosen:      |
| Degree of independence and reporting relationships | General supervision by a department chair, faculty member, or other academic or professional staff member [ ]  | Independent coordination, generally reporting to a department chair, asst/assoc dean, or equivalent positions[ ]  | Independent directorship, generally reporting to a dean or vice chancellor[ ]  |
| Explanation of level chosen:      |
| Budgetary Activities (degree of involvement in either generating or coordinating funds, or both) | Limited involvement[ ]  | Moderate involvement[ ]  | Extensive involvement[ ]  |
| Explanation of level chosen:      |

**Please select the appropriate level of each and explain your selection in the area below:**

|  |  |
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|  | **Academic Coordinator Level** |
| **Criteria** | **Level I** | **Level II** | **Level III** |
| Degree of professional accomplishment and or scholarly contributions needed to discharge responsibilities | Primarily program administration AND professional accomplishment AND scholarly contributions (if a stated requirement of the position).[ ]  | Program administration AND professional accomplishment AND scholarly contributions (if a stated requirement of the position).[ ]  | Program administration AND professional accomplishment AND scholarly contributions (if a stated requirement of the position).[ ]  |
| Explanation of level chosen:v |
| Impact on campus mission | Campus[ ]  | Regional[ ]  | State and National[ ]  |
| Explanation of level chosen:      |

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| Supervisor’s Signature |  | Date |

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| Chair’s Signature |  | Date |

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| Dean’s Signature |  | Date |