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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 |