

375-4 **Definition**

- a. 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. The Academic Coordinator titles may also be used for appointees who administer academic programs which:
  - (1) provide service to the campus's Education Department related to credentialing programs, for example, serving as liaison between the Department and its Professional Development schools or districts; or
  - (2) are academically-based public service programs with outreach responsibilities in the areas of K-12 teacher or curriculum development in such areas as science and health education, language and writing projects, and the arts.
- c. Appointment to an Academic Coordinator title may be in one of three levels, Academic Coordinator I, II, or III, each of which is identified by a separate title code.
- d. The duties of an Academic Coordinator are primarily administrative. Individuals in an Academic Coordinator title who are assigned research or instructional duties are required to hold a dual title. However, Academic Coordinators may conduct occasional non-credit seminars or workshops without holding a faculty title. Academic Coordinators who also supervise candidates for a teaching credential shall hold an appropriate faculty title as a dual title.
- e. While the program overseen by an Academic Coordinator need not be departmentally-based, the program must be fundamentally academic in nature, involving University research activities or activities requiring judgments relating to University instruction. Academic Coordinators who administer departmentally-based programs will normally report to the department chair. In other cases, an appropriate administrative officer, usually a unit head, will be designated as the immediate supervisor.
- f. Positions may be supported by State funds and/or non-State funds.

**375-8 Levels**

Appointments may be made to the following levels:

- a. Academic Coordinator I
- b. Academic Coordinator II
- c. Academic Coordinator III

**375-10 Criteria for Appointment**

- a. General Criteria for Appointment to Titles at All Levels

An appointee must have a professional background of academic training and/or experience. Professional accomplishment and scholarly contributions may also be required. A Master's or equivalent or other appropriate degree(s) may be required. Certain positions may require a doctorate or equivalent experience.

- b. Criteria for Appointment to a Specific Level

Determination of the appropriate level for an appointment or a change in level shall take into consideration such factors as program scope and complexity, according to the guidelines set out below and summarized in APM - 375, Appendix A.

Programs administered by Academic Coordinators will vary with regard to the size of the organization (for example, the number and level of staff directly reporting to the Academic Coordinator) and the scope of its mission (for example, the number and organizational diversity of the clientele with whom the Academic Coordinator interacts). For the purpose of assignment to the appropriate level, the size of the program in parallel with its scope may be considered to determine its complexity. Thus, the independent coordination of a broad, horizontally-integrated network of affiliated programs may be considered equal in complexity to the management of a large, vertically-integrated University organization with many staff. Materials submitted in support of an appointment shall provide a comprehensive assessment of the candidate's qualifications. A job description and designation of a supervisor shall be supplied, as well as an explanation of the candidate's role in the program and within a larger unit, if appropriate.

(1) **Academic Coordinator I**

This level is intended for individuals with responsibility for programs of minimal to moderate complexity. Such programs can be administered with a small staff, or they may consist primarily of local University-related activities with limited breadth or narrow focus. The administration of the program at this level will normally involve outside agencies or industries only when necessitated by the targeted needs or interests of a University-based clientele. The Academic Coordinator will typically receive general supervision by a department chair, a faculty member, or other academic or professional staff member. The duties of an appointee may include limited involvement in the generation and/or coordination of funds.

(2) **Academic Coordinator II**

This level is reserved for individuals with responsibility for programs of moderate complexity. The duties of an appointee may include the independent coordination of a program with a moderately-sized staff or, in a small organization, a scope that encompasses several departments, schools, or colleges of the campus, or a series of affiliated academic, governmental, or private institutions. The Academic Coordinator is expected to manage the program with a great amount of independence and may receive general guidance from a faculty member, a department chair, an assistant/associate dean, or equivalent positions. Duties may include moderate involvement in the generation and/or coordination of funds from different sources.

(3) **Academic Coordinator III**

This level is reserved for appointees who have primary responsibility for the administration, management, and coordination of large programs with broad and substantial complexity and who fulfill their responsibilities independently. These appointees might be unit heads who report directly to deans or vice chancellors. Their responsibilities may include the direction and supervision of a large staff and/or administration of a program with a broad, interdisciplinary scope that encompasses several colleges or schools within the campus, other UC campuses, or public and private agencies outside of the University. The duties of an appointee at this level may include extensive involvement in the generation and/or coordination of funds. Appointment to this level will require demonstrated superior professional ability, outstanding accomplishment in job-related activities, and the assumption of greater responsibility than

typically delegated to Academic Coordinators at other levels.  
Appointment to this level may require demonstrated scholarly ability and attainment, depending on the duties of the position.

**375-11 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.

Materials submitted in support of an appointment, merit increase, or a change in level shall provide a comprehensive assessment of the candidate's qualifications and performance in the areas specified below. A job description must be provided, along with an explanation of the candidate's role in the program and within a larger unit, if appropriate.

a. Coordination of Academic Programs

In most instances, Academic Coordinators will have primary responsibility for the administration and coordination of one or more programs and may have responsibility for directing the activities of other academic appointees or staff.

Types of activities:

- (1) Academic program planning and development.
- (2) Assessment of program and constituency needs.
- (3) Evaluation of academic program activities and functions.
- (4) Development of proposals for extramural funding of campus programs and identification of support resources.
- (5) Liaison representation with other agencies and institutions in the public and private sectors.
- (6) Supervision and leadership of other academic appointees or staff.

b. Professional Competence

Academic Coordinators will provide intellectual leadership and scholarship to their programs.

c. University and Public Service

Academic Coordinators participate in the administration of their units and the University through appropriate roles in governance and policy formulation. In addition, they may represent the University in their special capacity as scholars during the discharge of their responsibilities.

**375-12 Exceptions**

July 1 shall normally be the effective date for a merit increase except that, within the authority granted in [APM - 375-24](#), the Chancellor is authorized to approve a merit increase to be effective at any date during the year.

**375-18 Salary**

- a. Authorized salary scales established for these titles are issued by the Office of the President. New appointees are normally paid at the minimum salary rate for the level to which an appointment is made.
- b. Advancement from one step to the next is based upon merit.
- c. The normal period of service prescribed for each salary step does not preclude more rapid advancement (acceleration) in cases of exceptional merit, nor does it preclude less rapid advancement.
- d. For individuals with dual appointments, percent time and salary rates may be set at levels appropriate to each appointment. In the case of a full-time appointment to an Academic Coordinator title, a unit salary from the approved salary scale shall be paid without administrative stipend.

**375-19 Normal Periods of Service at Salary Steps**

- a. Appointments to an Academic Coordinator title may be for one year or less, for longer periods, and/or for an indefinite period, according to campus

practice or guidelines. Appointments may be renewed, at campus discretion, with or without a limit on the number of renewals.

- b. Recommendations for merit increases normally shall be reviewed every second year for Academic Coordinator I and II, and every third year for Academic Coordinator III.
- c. There is no expectation of movement between the levels without significant changes in the scope and complexity of the program being administered.
- d. In the absence of a reappointment, a merit, or a change in level review, a performance review shall take place at least every two years for an Academic Coordinator I and II and at least every three years for an Academic Coordinator III. A performance review shall precede any reappointment.

**375-20 Conditions of Employment**

- a. Appointments may be made on an academic-year or fiscal-year basis.
- b. Fiscal-year appointees accrue sick leave in accordance with [APM - 710](#).
- c. Fiscal-year appointees accrue vacation leave in accordance with [APM - 730](#).
- d. Membership in the Academic Senate is not acquired by appointment to these titles.
- e. Neither tenure nor security of employment is acquired by appointment to these titles.
- f. Each appointment with a fixed ending date shall automatically end on that date unless the appointment is formally renewed.
- g. Appointees may be laid off because of a lack of work or funds, as determined by the appropriate authority. [APM - 145](#) applies to layoffs of individuals in these titles. (Separation following a fixed ending date is not considered a layoff.)
- h. For grievances, the provisions of [APM - 140](#) are applicable.
- i. Appointees are not eligible for sabbatical leave. Appointees are eligible for leave with or without pay under [APM - 758](#) and [APM - 759](#), when the leave is in the interest of the University.

375-24 **Authority**

The Chancellor is authorized to approve appointments, merit increases, and changes in level.

375-80 **Review Procedures**

Each Chancellor shall establish review procedures for an appointment, merit increase, and a change in level which will be appropriate to the needs and functions of the respective campus.

**Criteria for Appointment to Academic Coordinator Titles**

| <b>Criteria/Level</b>  | <b>I</b>   | <b>II</b>   | <b>III</b>   |
|--|--|---|--|
| 1. Program complexity: size and/or scope of the program in the Academic Coordinator's charge                 | Minimal complexity:<br><br>Specialized program with small staff OR single program serving single constituency                        | Moderate complexity:<br><br>Multidisciplinary program with a moderately-sized staff OR single program serving multiple constituencies | Substantial complexity:<br><br>Single, highly specialized academic unit with a large staff OR collection of programs serving multiple constituencies |
| 2. 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, assistant/associate dean, or equivalent positions                | Independent directorship, generally reporting to a dean or vice chancellor   |
| 3. Budgetary activities (degree of involvement in either generating or coordinating funds, or both)          | Limited involvement  | Moderate involvement  | Extensive involvement  |
| 4. 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                           |
| 5. Impact on campus mission  | Campus   | Regional  | State and national   |