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Faculty Senate Bill 045.10/11: Graduate Coordinator Compensation

Armstrong Atlantic State University

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Armstrong Atlantic State University
Faculty Senate Bill 045.10/11: Graduate Coordinator Compensation

Presidential Action

Delivered:

Don Haw

Signature

3/3/11

Date

Accept:

Approve: *✓*

Comment below.

Disapprove: _____

Remand: _____

Comments: (please attach an additional sheet if necessary)

*This item should be included
as part of the salary study.*

Signature: *Linda Bleicken*

Date: *3/29/11*

Dr. Linda M. Bleicken, President
Armstrong Atlantic State University

The following report from the Ad Hoc Committee on Graduate Coordinator Compensation is provided to the University President for approval.

Ad Hoc Committee on Graduate Coordinator Compensation

Answering the charge of Senate President Robert Lefavi to investigate compensation for graduate coordinators, the members of the Graduate Affairs Committee wrote descriptions of their duties and contacted people at cohort institutions with programs similar to theirs and asked them to provide the following information:

- \$ responsibilities as graduate coordinator
- \$ number of students taught (undergraduate and graduate) during a typical semester
- \$ kind of compensation received as graduate coordinator.

The data collected was sent to an ad hoc committee consisting of two graduate coordinators from each of the four colleges. The members included:

College of Education—Regina Rahimi, Joan Schwartz
College of Health Professions—Maya Clark, Bryan Riemann
College of Liberal Arts—Becky da Cruz, Christopher Hendricks
College of Science and Technology—Ray Hashemi, Stephen Jodis.

The members met to discuss and analyze the data. (See Appendix)

After lengthy discussion and examination of the collected data, the members of the ad hoc committee drew several conclusions.

- \$ While the study shows a wide range of compensation for graduate coordinators, the evidence is clear that with its standard four/four teaching load, Armstrong Atlantic has the highest base workload of all the schools surveyed. Even with lower base teaching requirements, graduate coordinators at other institutions still receive compensation for their administrative responsibilities. All coordinators, including those in undergraduate programs, should receive some form of compensation for work they do beyond the typical areas of teaching, scholarship, and service.
- \$ Because of the inherent differences in programs and duties, no one type of compensation is applicable in every situation. Compensation should be determined at the college level.
- \$ Ten-month employees whose programs involve student recruitment, acceptance, orientation, etc., and requires them to perform duties in the summer months, should receive additional compensation for the time involved. It may be appropriate to extend these positions to twelve-month contracts.
- \$ Compensation for coordinator duties during the fall/spring terms may take different forms, including course releases and financial remuneration. For programs with limited numbers of faculty where course releases would mean classes are simply not taught, an appropriate stipend should be added to the coordinator's salary. In such situations, strong consideration should also be given to providing administrative support beyond work study students to aid the coordinator.
- \$ Coordinators must have clearly delineated duties in writing which should be a consideration in the tenure and promotion process.
- \$ With the end of the School of Graduate Studies, the new decentralized scheme has meant

additional work for many coordinators. Academic Affairs should look into removing some of the burden, assigning duties to administrative offices where appropriate.

The lack of compensation for some graduate coordinators at the university is serious. In the last year, Armstrong Atlantic has lost at least one young, talented faculty member who left for another institution in large part because of this very issue.

Chris Hendricks - Re: Graduate Coordinator Info Request

From: Donna Hodnicki <dhodnick@georgiasouthern.edu>
To: Anita Nivens <Anita.Nivens@armstrong.edu>
Date: 10/27/2010 5:14 PM
Subject: Re: Graduate Coordinator Info Request

Anita,

I hit send by mistake.

I have to find where the file is that provides the position description for our Grad Prog Dir.

I taught 2 courses each semester--a didactic and a clinical course (5 credits total). This is a reduction on a normal faculty course load.

The number of students varied depending on the course: Didactic 15-20; clinical 8-10. No extra remuneration was ever provided. I just got merit increases (when they were given). We were paid a stipend in the summer to be on campus for some position related activities.

Hope this helps.

Donna

On Thu, Oct 21, 2010 at 5:01 PM, Anita Nivens <Anita.Nivens@armstrong.edu> wrote:

Hi Donna. Hope this finds you well! I've been asked by our Grad. Advisory Council to gather info re regional univ. grad coordinators so that we can refine our policy. The requested info is as follows:

Responsibilities

Number of students s/he teaches (grad/undergrad)

Remuneration for the work (extra pay, course reductions, etc.)

Appreciate any info you can provide!

Anita

Anita Nivens, PhD, RN, FNP-BC

Associate Professor

Graduate Nursing Coordinator

(912) 344-2724

This message has been scanned for viruses and dangerous content by MailScanner, and is believed to be clean.

Donna R. Hodnicki PhD, FNP-BC, FAAN
Professor and Chair School of Nursing

MPH Coordinator Information

Contacts:

Dr. Michael Erickson, Director, Institute of Public Health, Georgia State University

Dr. Charles Hardy, Dean, Jiann-Ping Hsu College of Public Health, Georgia Southern University

Ms. Ashely Wells, MPH Coordinator, College of Public Health, University of Georgia

Georgia State University has a full time (12 month contract) MPH Graduate Program Coordinator - no administrative stipend. She reports to the Dean of the Institute, handles accreditation issues, recruitment (somewhat), and course scheduling. Currently she does not receive course releases, but her teaching load is one course per term (the practicum). There are approximately 125 MPH students enrolled at Ga. State. The MPH Program Coordinators do not teach in an undergraduate program. There is also an Administrative Coordinator (12 month appointment- non tenure track), who handles all the admissions and most of the recruitment.

Georgia Southern (60 MPH students, 37 Dr.PH students, no undergraduate students) uses Graduate Directors (who are most similar to our program coordinators) who currently get one course release per semester and a \$2,500 administrative stipend in addition to salary paid for courses taught in the summer. The standard faculty teaching load is 2-2 (without the course release). They report to the Dean of the College, handle accreditation issues, and course scheduling. This model will most likely change in the near future and the Graduate Directors will be moved to a 12 month contract. GSU has also hired a Student Service Coordinator (12 month appointment - non tenure track) who handles all the recruiting and admissions for all programs in the college.

UGA has a Program Coordinator for each of their five degree MPH programs in the College of Public Health (40 Health Promotion MPH students and 173 total MPH students). The Program Coordinators are 12 month contract faculty. The Program Coordinators report to the Dean of the College, handle accreditation issues, recruitment (to some extent), admissions, course scheduling and are instructor of record for all internships. The teaching load for the Program Coordinator(s) is two courses per term which can be negotiated - usually the Program Coordinator gets at least one course release. The MPH Program Coordinators do not teach in an undergraduate program. There is also a master's level non-tenure track MPH Coordinator (12 month appointment- non tenure track) who assists the full time Program Coordinators.

From: Joey Crosby
To: Chris Hendricks
Date: 10/19/2010 6:58 PM
Subject: Fwd: Re: Program Director Questions

More graduate coordinator info from Georgia State University. Their MHA program is housed in the business school so their numbers are a bit different.

>>> "Andrew Sumner" <HADATS@langate.gsu.edu> 10/19/2010 6:16 PM >>>
Joey,

Sorry it has taken some time for me to get back to you, Joey.

Some thoughts re your questions:

- 1) In the B-school (and mostly throughout GSU), department Chairs such as me receive summer pay where regular faculty only get a 10-month contract and additional if they teach in the summer. For me that was no different since I taught summer courses anyway. Some Chairs might get an additional \$3,000- \$5,000 bump up for being Chairs. Of course, outsiders recruited as Chairs tend to get much more than any internal salaries.
- 2) Dept. chairs in the B-school typically teach 1-1-0 in regular teaching courses for the 3 semesters, but might have many more misc. courses to oversee as well.
- 3) For salary comparisons in the B-school, as a guide we use the median AACSB salary figures but this generally is disadvantageous to HA since we are lumped into the other categories, rather than the BIG 5 of business such as Finance. We tend to be one of the lowest paid depts. in the B-school. But compared to SOPH and other grad schools, typically even our HA may be a bit higher.
- 4) The AUPHA salary info might be helpful, as it has risen compared to those of us in GA, due to our salary freezes.
- 5) For benchmark comparisons with faculty size, \$, TT vs NTT, GSU requires depts. to compare our program with 10 listed peer programs in the U. of Delaware Institutional database. The data may not be totally accurate, but it did help our case as we had a lower faculty to student ratio than many of our peers.

Andy

Andrew T. Sumner, Sc.D., FACHE
Director, Associate Professor, and Joe Taylor
Chair of Health Administration
Robinson College of Business
Georgia State University
UPS/FedEx: 35 Broad St., 8th floor, suite 805
Atlanta, GA 30303
P.O. Box 3988
Atlanta, GA 30302-3988
w tele 404 413-7634
fax 404 413-7631
asumner@gsu.edu

AASU MPH Program Coordinator - Position Duties

Oversee MPH Degree

- Oversee the development and production of MPH program accreditation documents (CEPH and SACS)
- Prepare annual CEPH program report
- Attend all meeting of the Administrative Committee on Public Health (ACOPH) - a USG Committee that meets quarterly.
- Prepare annual ACOPH program report
- Oversee all MPH curriculum development activities
- Process Admission Applications for all MPH Students
- Chair the MPH Strategic Planning and MPH Curriculum Committees
- Market MPH degree
- Represent MPH degree when called upon
- Direct self-study for accreditation
- Direct MPH program for SACS self-study
- Direct Regents' program assessment for MPH
- Coordinate AASU library holdings for MPH program
- Establish, visit and maintain agreements with practica/internship sites in the Savannah area and elsewhere
- Establish MPH Advisory Committee and schedule/chair meetings
- Supervise and evaluate MPH graduate assistant(s)
- Attend Graduate Activity Committee meetings monthly (in addition to attending Graduate Faculty Meetings).
- Oversee maintenance of MPH data base(s)
- Coordinate Comprehensive Assessments for MPH
- Maintain student academic records, graduation applications and programs of study for MPH students
- Advise assigned MPH students
- Oversee faculty searches for MPH degree program
- Interview prospective students
- Coordinate scheduling of class offerings
- Coordinate undergraduate course scheduling in the Public/Community Health Track in the BHS degree program.

Overseeing/coordinating this degree entails many hours of communication via telephone, FAX, mail, e-mail and personal visits to local and external sites.

Prepared by S. Streater 10/28/10

MHSA Program Coordinator - Position Duties

- Oversee the development and production of MHSA program accreditation documents (CAHME and SACS)
- Coordinate marketing activities for the MHSA degree at the local, regional, state, and national level
- Represent the MHSA degree when called upon
- Oversee self-study activities for accreditation
- Oversee MHSA program for SACS self-study purposes
- Coordinate AASU library holdings for MHSA program
- Establish, visit and maintain agreements with internship sites in the Savannah area and elsewhere
- Maintain MHSA Advisory Committee and schedule/chair meetings
- Select, supervise and evaluate MHSA graduate assistant(s)
- Attend Graduate Affairs Committee meetings monthly and Program Coordinators meetings as called
- Oversee maintenance of MHSA database
- Develop, coordinate, and evaluate comprehensive assessments for MHSA
- Coordinate scheduling of MHSA class offerings
- Maintain student academic records, graduation applications and programs of study for MHSA students
- Advise all MHSA students
- Oversee searches for MHSA faculty
- Meet with prospective MHSA students
- Oversee admissions procedures and maintain admissions policies for MHSA
- Oversee all MHSA student internship experiences
- Chair MHSA practicum committees as requested
- Oversee all MHSA curriculum development activities
- Chair the MHSA Strategic Planning and MHSA Curriculum Committees

Overseeing/coordinating this degree entails many hours of communication via telephone, FAX, mail, e-mail and personal visits to local and external sites.

Prepared by J. Crosby 10/28/2010

From: Joey Crosby
To: Chris Hendricks
Date: 10/13/2010 1:42 PM
Subject: Grad Coordinator Info

Chris,

I was able to speak with Dr. Rob Haley who is the director of the Master of Health Administration program at the University of North Florida. This program is very similar to ours in terms of size (approx. 50-60 students), scope (generalist MHA program), and faculty composition (5 FTE faculty). Per your request, I asked him about his roles/responsibilities in the program and how this was taken into account in terms of workload and/or renumeration. What follows is a summary of his responses:

** He is responsible for all accreditation, advisement, curriculum and admissions issues with the MHA program, similar to what my responsibilities are at AASU.

** He has employed an "executive in residence" that is responsible for all graduate internship and residency placements and evaluations for his program. Currently, I am responsible for these duties at AASU.

** He teaches two courses per semester, including summer semester, and is employed as a 12 month faculty FTE. I have always been 9/10 month FTE as a program coordinator/director and summer semesters are no longer a guarantee in terms of course offerings.

** His workload incorporates a 25% stipend for his program director activities, based on an assumed 0.25 FTE devoted to administrative responsibilities. Officially, none of the graduate program directors/coordinators in Health Sciences has ever received an administrative stipend.

I also contacted my colleague at Georgia State University with similar questions but have not heard back from him as of yet.

Joey

From: "kpacholl" <kpacholl@westga.edu>
To: "Chris Hendricks" <Chris.Hendricks@armstrong.edu>
Date: 10/26/2010 9:11 AM
Subject: Re: MA Coordinator
Attachments: History Graduate Coordinator duties.doc

Hi Chris,

Congratulations on your promotion to chair – I think. I'm sure you won't have a spare moment on top of all your other responsibilities.

I was on a university committee that reviewed UWG's graduate program for the past couple of years. Compensation for program coordinators was (and is) a great subject of debate, and there is great variation between departments and divisions. Good luck with it all!

Below are my answers to your questions. I also have attached a document listing my graduate coordinator duties -- I had to come up with this a couple of years ago. If you need me to clarify/expand on anything, just let me know. I'd also be happy to have a phone conversation if you think it would help.

Oh, and yes, I will be at Wake Forest in March. Are you going to make it? Hopefully we will get a chance to meet up.

Take care,

Keith

1. What are your responsibilities as the history coordinator?

Please see attached document that outlines the various duties as History graduate coordinator

2. How many students do you teach in a typical semester?

Each semester I normally teach two survey sections and one upper-division/graduate section (most of our graduate courses are split-level, meaning that in my Colonial America / American Revolution courses I would have up to 35 undergraduate students and 5 graduate students). Each survey section would have 35-40 students, or I could teach a double section at 87 students. The department has a 3/3 load. It used to be 4/4, but the university replaced one class a semester with higher research requirements.

I usually have one or two directed readings courses with grad students each semester. When necessary, grad students can take up to two independent study courses with professors. However, we generally try and discourage it when possible -- we'd rather have them in the graduate courses than taking an independent study.

3. What kind of compensation do you receive? Course releases? Money?

Oh, if only I could receive more money. Instead, I get one course release a year for the position. The person before me resigned because they insisted that the position should be worth a course release each semester. My duties continue through summer, so it really is a 12-month appointment.

In all honesty, I've enjoyed the position, but it has been an incredible burden, particularly when it comes to my research. Since our university is emphasizing more research, it is hard for me to make it work with all of the grad duties that I have. Our department's grad program has almost 60 students (split roughly about half part time and half full time), and it can be a handful!

--
This message has been scanned for viruses and dangerous content by MailScanner, and is believed to be clean.

History Department
Graduate Coordinator Duties

1. Advisement

-advise graduate students each semester on the following issues:

- scheduling
- history track requirements
- Graduate School requirements
- committee/advisors
- student issues/concerns

2. Handle new applications

- coordinate applications and application materials with the Graduate School
- review all applicant files
 - coordinate review of file with History Department Graduate Committee members
- complete appropriate paperwork
- coordinate annual New Student Orientation

3. Maintenance of graduate files

- process new, current, inactive, and graduated files
- handle filing system in office and department storeroom

4. Oversee graduate issues of department

- chair History Department Graduate Committee
 - conduct monthly meetings

- represent graduate affairs at Department meetings
- review policies and procedures
 - handle faculty/staff inquiries regarding program
 - oversee revision process, file appropriate paperwork

5. Communication responsibilities

- handle calls and emails from prospective students
- responsible for content and maintenance of graduate listserv
- Graduate Student Handbook
- handle graduate reporting
 - annual review of program
 - program reports
- marketing of program
 - mailings of brochures, posters
 - recruitment sessions
 - conferences

6. Evaluate and assess graduate program

- internal /external assessments of program
- evaluations for New Student Orientation
- evaluations for graduating students upon completion of program
- alumni questionnaires

7. Participate in COGS (Committee on Graduate Studies) and other university graduate functions

- attend monthly university COGS meetings

-serve on subcommittees when needed

ex: Task Force on Graduate Education

Review of Graduate Recruitment Funds

8. Handle technology needs of graduate program

- Access databases

-current students

-alumni

-inactive students

-website

-responsible for learning Dreamweaver software

-update as needed

-digitize forms

-create and maintain files for all graduate forms

ex: Committee Declaration form

Prospectus Approval form

Track forms

From: Brenda Logan
To: Chris.Hendricks@armstrong.edu
Date: 10/25/2010 1:19 PM
Subject: New MAT Advisor for Adolescent & Adult Ed/Brenda Logan

Chris, here are my comments from MAT advisorship:

Responsibilities:

Advise MAT students on which course to take in content areas(two ..i.e.math & science)

Must fill out graduation applications

Meet with students about general program questions

Answer phone calls and e-mails about the program

Fill out substitution forms

Check candidacy applications

Check internship applications

I have been assigned 40-50 students

Course Work

Educ 2110 18 -Freshman Girls Living Learning Community-I'm the new Mentor-started this August 2010

I plan activities for LLC frshmen

Educ 6200 MAT Curriculum Course 35 students

Internship 6750 (have 4 Internship to visit in the schools)

Remuneration:

I get 1 course release for Mentor of LLC program

Others

I 'm still working on scholarship, service& serving on university & department committees & on State Board for the GCTE

Brenda Logan

From: Michael Mahan
To: Brenda Logan; Regina Rahimi
Date: 10/21/2010 11:40 AM
Subject: Re: Important!! Revised Message-Grad Question-MAT & C&I Coordinator & Advisors

Hi Brenda:

Advising Responsibilities:

- 1.) Advising Graduate MAT Students on course selection and timing
- 2.) Preparing candidate package from admission to candidacy
- 3.) Helping prepare candidate package for Internship
- 4.) Keeping folders up to date on courses and changes
- 5.) Trying to keep up to date on changes to the program even though the information is not readily available.
- 6.) There are 43+ graduate students assigned to me.

General Responsibilities:

- 1.) Maintain 10 office hours
- 2.) Attend all college and department meetings (weekly)
- 3.) Serve on University, College, and department committees.
- 4.) Answer e-mails and phone calls in a timely fashion.

#2 Course load: (Spring 2010)

EDUC 2110 001 30 students

EDUC 2110 005 28 students

EDUC 2120 001 27 students

ISCI 20001 10 students

#3 Renumeration:

None

Dr. Michael P. Mahan
Middle and Secondary Education
Armstrong Atlantic State University
University Hall 261
11935 Abercorn Street
Savannah, GA 31419
(912)344-2938

Teachers open the Door.....

You enter by yourself! Chinese Proverb

>>> Brenda Logan 10/21/2010 10:05 AM >>>

Mike and Regina, this what I need you to send me precisely:

1. What are your responsibilities? List them.
2. Number of students that you teach in all courses(grad & undergrad) Give course name & numbers-
3. How are you remunerated for the work(extra pay, course reduction, etc.)?

I need this as soon as you can get it to me. Scratch the first e-mail..

From: Becky daCruz
To: Chris Hendricks
Date: 10/19/2010 1:35 PM
Subject: Re: GAC Reminder
Attachments: dutiescoord.doc

Hi Chris,

For the Master's in Criminal Justice Program, the coordinator's (my) duties are attached, I teach 1 graduate course (usually about 12 students) and 2 undergraduate courses - usually upper-level courses with 25 in each = total of about 62 students. I receive one course reduction for the Fall and Spring semesters for being the coordinator. There is no compensation or course adjustment during the summer.

If there is any other information that would be helpful to have, just let me know.

Thanks.

Becky

Becky Kohler da Cruz, JD, Ph.D
Assistant Professor of Criminal Justice
Program Coordinator, Master's of Science in Criminal Justice
Pre-law Advisor
Moot Court Coordinator
Armstrong Atlantic State University
11935 Abercorn Street
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912-344-2748
(fax) 912-344-3438

>>> Chris Hendricks 10/18/2010 11:14 AM >>>

Please remember to contact grad coordinators in programs similar to yours, asking about responsibilities, number of students s/he teaches (grad/undergrad), and how s/he is remunerated for the work (extra pay, course reductions, etc.) Send the information to me by November 1 so I can distribute it to the ad hoc committee members. I've only had two people send me anything so far.

Thanks,

Chris

Overview of M. S. in Criminal Justice Coordinator Position: Position Duties

1. Work with Department Chair to ensure ongoing curricular and instruction program integrity and to schedule and staff graduate offerings.
2. Work with Dean/Director of Graduate Studies and other graduate coordinators on graduate school matters (recruitment and development of new off-campus sites, accreditation, standards, processes, etc.); attend meetings of the graduate coordinators.
3. Conduct graduate student academic advisement (generally the 2:00 - 7:00 p.m. slot during which graduate registration is conducted on registration day and during early registration).
4. Solicit possible comprehensive exam questions from graduate faculty and maintain test bank of comp questions.
5. Schedule and administer comprehensive exams for non-thesis students each fall and spring semester; to include:
 - determining date of exam and notifying all possible candidates;
 - preparing comprehensive examinations for nonthesis students;
 - routing the student examination papers to faculty for evaluation;
 - determining results of evaluation;
 - notifying students of results, and
 - submitting forms on examination results to Graduate Office.
6. Review and sign off on any graduate student appeals and on applications for graduation.
7. Maintain programs of study which will accompany applications for graduation and monitor academic progress of students.
8. Counsel prospective graduate students about the program; respond to inquiries for information about the program (these inquiries come via phone, email, regular mail, walk-ins, etc.).
9. Review and act on applications for admission.
10. Maintain folders on students.
11. Coordinate with the Department Chair on the selection and supervision of the departmental graduate assistant.
12. Attend career fairs and workshops where requested to do so.
13. Regularly report to program faculty members the issues discussed at graduate coordinator meetings.
14. Other unspecified tasks as proves necessary.

From: Regina Rahimi
To: Chris Hendricks
Date: 10/18/2010 11:24 AM
Subject: Re: GAC Reminder

Hi Chris,

I found this information so far, from the University of North Carolina at Wilmington, I received the following response from the coordinator for both the Early Childhood program (Joan Schwartz is in that role here) and the Middle Grades program (the one for which I serve as coordinator).

I know it is really different everywhere, but here the coordinator receives:
One course release per year or \$3,000
Is responsible for coordinating admission decisions, comprehensive exams, meeting regularly with senior administrators (once a month) and faculty (once a month), proposing/implementing programmatic changes, and coordinating efforts for accreditation. I think that's everything!

-C

Carol McNulty, Ph.D.
Associate Professor
Dept. of Elementary, Middle Level, and Literacy Education
Watson School of Education
University of North Carolina Wilmington
601 S. College Road
Wilmington, NC 28403
(910) 962-7759

I also spoke with the coordinator at Augusta State University, however, she is the Assistant Dean and serves in that capacity.

I spoke with the UNDERGRADUATE coordinator for the MG program and she receives a course release each semester. I have a call into the Graduate Coordinator who will hopefully provide more detailed information regarding duties, etc.

I will send an update.

Regina

Carol McNulty, Ph.D.
Associate Professor
Dept. of Elementary, Middle Level, and Literacy Education
Watson School of Education
University of North Carolina Wilmington
601 S. College Road
Wilmington, NC 28403
(910) 962-7759

>>> Chris Hendricks 10/18/2010 11:14 AM >>>

Please remember to contact grad coordinators in programs similar to yours, asking about responsibilities,

From: Joan Schwartz
To: Chris.Hendricks@armstrong.edu
Date: 10/14/2010 3:58 PM
Subject: Info Regarding Graduate Coordinator Duties and Compensation

Hi Chris,

This is from the Grad Coordinator for ECE at Valdosta State.

Joan Schwartz, Ed.D.
Assistant Professor/Graduate Coordinator
Childhood & Exceptional Student Education
Armstrong Atlantic State University
11935 Abercorn Street, UH 275
Savannah, GA 31419

Phone: 912-344-3241
Fax: 912-344-3443

>>> Janet E Foster <jefoster@valdosta.edu> 10/14/2010 2:09 PM >>>

I am happy to respond to your questions regarding duties, compensation/recognition for coordinating the graduate program for Early Childhood Education:

Duties: Schedule graduate courses in cooperation with the department head; suggest instructors for the courses

Advise graduate students prior to registration
Communicate with potential students for the program (emails, phone calls)
Enter data into our data management system (LiveText)
Run data reports and complete reports for PAAR, NCATE, etc.
Suggest uses of data to improve the program and propose program changes
Represent the program through the various committees when changes are proposed
Membership in the College of Education Graduate Policies Committee and the Graduate School Executive Committee

Compensation: There is no monetary compensation for being the coordinator, but I am given one course load reassigned time.

Recognition: Probably none :-). However, my department head always recognizes my efforts with a thank-you. She always asks me to answer faculty questions, make reports, etc. in department meetings.

I hope this helps you with your study. If I can provide further help, please let me know.

In a typical semester, I teach 125 students, not counting independent studies, directed readings, theses, etc. That would be around 95 undergraduates and 10 graduate students. I earn one course release per semester for my graduate coordinator work.

I have attached a list of my duties developed with Dean Wheeler in 1999.

Chris Hendricks

Graduate Coordinator Department of History

The Graduate Coordinator will work under the supervision of the Head of the Department of History and will be responsible for the following:

- The GC is responsible for providing advisement and counsel for graduate students in each of the three majors offered, being available during the academic year, but particularly during registration periods. The GC will provide orientation and other materials for graduate students and oversee progress through their courses of study. The GC will provide students with explanations and interpretations of university and programmatic policies.
- The GC will, under direction of the Department Graduate Committee, make recommendations concerning questions regarding student application and appeal.
- The GC will maintain records for each graduate student, including a program of study, evaluation of transfer credit, equivalency forms, comprehensive reports, thesis prospectus, and other appropriate materials.
- The GC will chair the Department Graduate Committee, in order to deal with issues related to the Graduate Program, review of requests for independent studies, directed readings, internships, comprehensive and thesis committee formation, thesis prospectus, student welfare, and other eventualities related to the Graduate Program as they arise.
- The GC will serve on the Graduate Coordinators' Committee under the direction of the Dean of Graduate Studies.
- The GC will attend meetings of and/or serve on the Graduate Council.
- The GC will serve on any other graduate committees at the will of the Dean of Graduate Studies.
- The GC will serve on the department Public History Committee.
- The GC will assist the Head of the Department of History in the rotation and scheduling of graduate courses.
- The GC will be responsible for overseeing the review and development of curriculum and producing and reviewing Graduate Catalog text.
- The GC will be responsible for the supervision of any and all students receiving departmental assistantships.
- The GC will supervise and collect any action forms, materials, and other reportage required by the Graduate Office.
- The GC will oversee the development and production of program accreditation materials required for S.A.C.S.
- The GC will assist in the recruitment and retention of students, producing recruitment materials, meeting with prospective students, answering prospective student queries, etc.
- The GC will direct the acquisition of library materials related to the graduate program.
- The GC will help to identify as well as to establish internship opportunities for students in the Public History major.
- The GC will identify opportunities for students to attend and prepare papers for presentation at academic conferences.
- The GC will attend Graduate Faculty Meetings.
- The GC will establish regular office hours to be available for students and members of the Graduate Faculty.
- The GC will be required to perform other unspecified tasks as proves necessary.

Master of Science- Sports Medicine

Two programs were contacted to obtain coordinator compensation data: 1) Georgia State University, 2) Appalachian State University. Georgia State was contacted as it is the only other Master of Science in Sports Medicine degree in the state of Georgia. Appalachian State University was contacted because it is the closest program that also is an officially recognized graduate program by the National Strength and Conditioning Association (ie, similar designation as AASU). One issue with these two comparison programs is that neither program is a yearlong program like the program at AASU.

Georgia State University

Coordinator: Shelley Linens, PhD

Has 10 month contract and is given a 2-2 or 2-1 load for fall/spring semesters. There are no summer responsibilities tied to being coordinator.

Appalachian State University

Coordinator: Travis Triplett, PhD

Has a 9 month contract and is given one course release plus \$2,000 stipend per semester. With the course release, her load is a 2-2. There are no summer responsibilities tied to being coordinator.

MSSM Program Coordinator - Position Duties

Oversee MSSM Degree and Strength and Conditioning Certificate Program

- Oversee the development and production of MSSM program accreditation documents (NSCA-ERP, NASM, ACSM and SACS)
- Market MSSM degree locally and in external sites
- Represent MSSM degree when called upon
- Direct self-study for accreditation
- Direct MSSM program for SACS self-study
- Direct Regents' three-year assessment for new degree (MSSM)
- Coordinate AASU library holdings for MSSM program
- Establish, visit and maintain agreements with practica/internship sites in the Savannah area and elsewhere
- Establish MSSM Advisory Committee and schedule/chair meetings
- Supervise and evaluate MSSM graduate assistant
- Attend Graduate Council meetings monthly and Program Coordinators meetings once a semester (in addition to attending Graduate Faculty Meetings).
- Develop and oversee maintenance of MSSM data base(s)
- Coordinate Comprehensive Assessments (Research Project Defenses) for MSSM
- Coordinate scheduling of class offerings with ASSU and temporary faculty
- Maintain student academic records, graduation applications and programs of study for MSSM students
- Advise assigned MSSM students
- Oversee faculty searches for MSSM
- Interview prospective students
- Coordinate scheduling of class offerings
- Develop and coordinate MSSM continuing education offerings
- Coordinate MSSM clinical and internships
- Coordinate Strength and Conditioning Certificate program, including recruitment, admissions, program of studies and graduation applications
- Maintain website content to be consistent with program mission and vision, curricular changes, etc.

Overseeing/coordinating this degree will entail many hours of communication via telephone, FAX, mail, e-mail and personal visits to local and external sites.

11/02/10

Chris,

When I wrote to a series of schools for information regarding their graduate coordinator releases and/or compensation I told them that I was collecting the information for our Graduate Affairs committee and would not identify the institution. Steve

1. A regional University

Historically, our college has given program coordinators one course release per year, whether they are program coordinators for an undergraduate or a graduate program. Moreover, if the program has a large enrollment (> 325), they get two.

2. Another Regional University:

Unfortunately, we do not have release time for the graduate program coordinator. We consider it as a service to the institution.

3. Another Regional University

In our other masters' programs, we typically give the program director (faculty person) a one-course release (like you do) plus a partial summer stipend (b/c we experience a heavy workload of applications in July and early August for the fall semester) plus a GA (or parts of one, depending on the size of the program). One thing you need to keep in mind, though, is that these masters programs are revenue generators for us so these "benefits" are paid out of the revenue that the program generates. The more revenue generated, the more benefits available to the program. Or, put another way, none of these benefits are paid for out of the provost's budget.

4. Another Regional University

A one-course release per year.

5. Another Regional University

In computer science, the graduate program is overseen by the department chair. The department chair has an assistant department chair who has a one course release.

On the business side, the associate dean is the director of graduate programs for the entire college. We also have a masters-prepared staff member who serves as graduate program coordinator. As a result, there is no release or extra compensation for faculty.

Report for Graduate Affairs Committee

Mercer University (Tift College of Education) Atlanta

Secretary to Dean

College of Education-have done course releases

Some professional schools-have given stipends

Valdosta State University Jim Cope (Dept Head of Elementary & Early Childhood Education)

Coordinators get 1 course release in Fall & Spring and a course equivalency in the summer of 9% of salary to do administrative work

Adelphi University (New York) Dr. Buttaro

Left message with friend and coordinators?

No report

Georgia College & State University Milledgeville, Georgia

Left message for Dept Head-Nancy Mizelle (out of town)

& later called Dr. Kleine-Middle & Secondary Program Coordinator

Dr. Kleine called on Sunday.

Mentor/Leaders (3-3 load) get 1 course release for cohort

Program Coordinator-she does scheduling, meetings, reports- 1 course release

Submitted by

Brenda Logan, Associate Professor

Adolescent & Adult Education Department

11/8/10