

## OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	C. Human Resources
SUBJECT:	Program Coordinator Appointment
POLICY NUMBER:	C07
CROSS REFERENCE:	C19 Faculty Evaluation
<b>NEW \ REVISED</b>	
Administrative Services Committee	Academic Council
February 13, 2017	

### **POLICY STATEMENT**

Olds College will appoint faculty to provide “coordinatorship” of program areas as outlined in the Collective Agreement. The policy outlines appointment procedures, a written job description for the position, and how incumbents will be evaluated in the coordinator role.

### **SPECIFIC GUIDELINES**

The Olds College Board of Governors approves the Olds College Faculty Association Collective Agreement which references a stipend and workload for faculty members designated as coordinators. The position of coordinator is held by a faculty member with agreed upon administrative duties, and thus carries with it, a measure of responsibility above that of a regular instructional position.

### **IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

The Vice President, Student and Support Services in conjunction with the Executive Director, Human Resources. This policy will be reviewed at least every 3 years.

## OLDS COLLEGE PROCEDURES

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SUBJECT AND POLICY NUMBER	C07 Program Coordinator Appointment
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NEW \ REVISED

Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
February 13, 2017		

1. Appointment of Coordinators will be governed by Article 11 of the Olds College Faculty Association Collective Agreement.
2. All open Coordinator positions will be posted internally for a minimum of one week. The posting will include a description of responsibilities, percentage of release time, and stipend.
3. Applications will be submitted in writing to Human Resources.
4. Selection of the program coordinator will be by interview and the committee membership (if needed) will be established by the dean in concert with Human Resources.
5. The Dean will make an offer to the successful candidate in writing. Upon acceptance by the candidate of the offer, the Dean will confirm in writing and copy Human Resources, the appointment of Coordinator stating effective dates, terms and conditions of appointment, instructional release time and financial stipend.
6. Performance of the Coordinator will be reviewed periodically by the Dean in accordance with Appendix I: Coordinator Job Description, Appendix II: Coordinator Evaluation Template and Policy C19: Faculty Evaluation.
7. The job description upon which the Coordinator duties will be evaluated is described in Appendix I Coordinator Job Description.
8. Successful performance, as determined by the Dean's review, will constitute the primary criteria for reappointment. There may be a limit of one reappointment unless no other candidates apply.
9. If a reappointment decision is made, this will terminate implementation of the full appointment process.

## **C07 Program Coordinator Appointment - APPENDIX I – Coordinator Job Description**

Approved February 13, 2017

POSITION TITLE: Coordinator REPORTS TO: Dean

CLASSIFICATION: Faculty, Olds College Faculty Association

Reporting to the Dean, of the assigned school, the coordinator works collaboratively with internal and external stakeholders to support on-going operation of assigned programs within each school to support the institutions comprehensive institutional plan.

### **RESPONSIBILITIES**

The entire list of coordinator responsibilities is extensive. From this list the Dean will work with the coordinator to determine priorities and expectations specific to the program.

#### **Strategic Enrollment Management and Student Success**

1. Works collaboratively with internal and external stakeholders to promote enrollment in courses/programs within the school and college
2. Supports the development and maintenance of institutional transfer agreements with external partners (i.e. Prior Learning Assessment and Recognition)
3. Supports student success by leveraging internal and external resources to mitigate barriers to student participation in post-secondary education (i.e. – disability services, financial aid, social/human services/early alert)
4. Supports student course/program selection and recommends program modification to the Dean
5. Works with internal stakeholders to address student behavior/conduct
6. Supports the Olds College complaints and appeals resolution process in accordance with Olds College Policy D30 Complaints and Appeals

#### **Curriculum/Program Maintenance and Development**

1. Supports ongoing program development and evaluation through the facilitation/coordination of industry advisory committees which ensure graduates demonstrate skills and knowledge required for successful employment
2. Supports curriculum development processes by assisting in the identification of industry experts to serve as needs assessment/occupational analysis/program review participants
3. Supports annual program maintenance and comprehensive review (i.e. Program Curriculum Committee)
4. Works collaboratively with the Dean to manage specified program budgets

#### **Human Resources**

1. Facilitates regular meetings of program faculty and staff
2. Works collaboratively with program faculty to develop a recommended workload scheduling to the Dean of the School
3. Supports the recruitment and retention of faculty and staff within assigned program area/school
4. Reports health and/or safety concerns or hazards to the Dean or the Occupational Health and Safety Committee
5. The employee attends training as required by the Dean, and conducts work in a manner that protects the health and safety of self and others

6. Works with internal and external stakeholders to identify hazards to the health and safety of others
7. Is responsible for being aware of health and safety responsibilities and expectations as outlined in College Policies, Emergency Response Plan, departmental and area procedures, and provincial legislation

### **Analysis, Research and Communications**

1. Advises management to inform the ongoing and evolving industry developments through industry outreach activity (i.e. coordination of industry advisory committees, industry outreach)
2. Assists in the development of formal reports and presentations as appropriate and as requested.
3. Ensures reports are delivered in a format that is clear and easily usable.
4. Supports the maintenance of accurate information of program websites, print materials and recommends modification where required
5. Collaboratively works with stakeholders to produce reports for the college administration

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to rationalize, analyze, and synthesize information presented in a wide variety of medium
2. Solid understanding of relational systems and relational database designs and operations relevant to the school and programs within each school
3. Strong working knowledge of spreadsheets and other general office software
4. Strong ability to create and read data in charts and tables
5. Strong ability to communicate effectively both verbally and in writing
6. Strong listening skills and client awareness
7. Strong personal work ethic
8. Analytical, critical thinking and problem solving skills
9. Strong interpersonal and communication skills including the ability to maintain professionalism in stressful situations
10. Excellent organizational and time management skills
11. Ability to work both independently and in a group environment
12. Strong commitment to professional growth and development
13. Ability to comply with and follow established policies, procedures, guidelines and direction in effect and applicable
14. Manage financial transactions with a high level of internal controls ensuring accuracy, completeness and proper controls in cash handling, the segregation of duties, and recommendations
15. Honest, with integrity and the ability to display a strong sense of ethics in all decisions and actions

### **EDUCATION AND EXPERIENCE**

1. Minimum credential required for practice within the field
2. Four years of experience in teaching and/or industry experience

### **ORIENTATION**

During the first 12 months of the appointment, a coordinator may be partnered with an experienced coordinator who will act as a mentor throughout the incoming coordinator's first 12 months of appointment.

## EVALUATION

The evaluation of the coordinator shall be conducted yearly from the beginning of the coordinator's term in accordance with Appendix I: Coordinator Job Description, Appendix II: Coordinator Evaluation Template and Policy C19: Faculty Evaluation.

The coordinator evaluation shall reflect the framework outlined Appendix II: Coordinator Evaluation Template and following questions:

1. Does the coordinator communicate necessary information?
2. With regards to workload planning, does the coordinator work collaboratively in a fair and equitable manner?
3. Within their scope, how does the coordinator use their resources to support the attainment of institutional plans?
4. Does the coordinator, support, engage and drive on-going curriculum development and maintenance in a timely manner?
5. Does the coordinator reflect on areas of improvement specific to their school?
6. Does the coordinator support, promote and/or engage in strategic enrollment management planning/practice?
7. Does the Coordinator support accessibility by operating strategically to provide access to learning opportunities?
8. Does the Coordinator anticipate and respond quickly and effectively to opportunities and demands as a result of changes in industry, governments and technology?

**C07 Program Coordinator Appointment - APPENDIX II – Coordinator Evaluation**

Approved February 13, 2017

Name

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School Name

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Supervisor's Name

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Career Path Aspirations

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Developmental Coordinator (Accomplishments to Date)


Developmental Coordinator (Accomplishments in Progress)


## Questions

1. Does the Coordinator communicate necessary information in a timely manner?
2. With regards to workload planning. Does the Coordinator work collaboratively in a fair and equitable manner?
3. Within their scope, how does the Coordinator use their resources to support the attainment of institutional plans?
4. Does the Coordinator, support, engage, and drive on-going curriculum development and maintenance in a timely manner?
5. Does the Coordinator reflect on areas of improvement specific to their school?
6. Does the Coordinator support, promote and/or engage enrollment management planning/practice?
7. Does the Coordinator support accessibility by operating strategically to provide access to learning opportunities?
8. Does the Coordinator anticipate and respond quickly and effectively to opportunities and demands as a result of changes in industry, governments and technology?