

Area Coordinator

Position Description Sample

Broad guiding principles to follow

- Advocate for and support faculty efforts to perform in all roles (research, teaching, service)
- Be transparent, for example in what decisions are made, how they are made, and why
- Guide distribution of resources across areas so distribution is equitable
- Become knowledgeable about individual and area needs and capabilities
- Help faculty and areas have reasonable autonomy over their policies, procedures, and funds
- Be receptive to faculty input and use that input to continually improve

Job Summary	Serves as the official communications channel for all matters affecting the area, between the area and the school. The area coordinator must be a member of the faculty.
Job Responsibilities - General	<ul style="list-style-type: none"> • Provide discipline specific knowledge to curriculum, staffing, and student communications.
Scheduling	<ul style="list-style-type: none"> • Collaborate with area faculty to draft schedule including <ul style="list-style-type: none"> ○ Common Course Scheduling Policy ○ Draft schedule of courses and course sections consistent with program area needs ○ Draft faculty assignments to courses according to discipline ○ Identify courses in need of hiring an adjunct or assigning overload • Share Schedule with Associate Dean for approval
Recruitment	<ul style="list-style-type: none"> • Collaborate with area faculty to develop a recruitment plan that reflects area needs and priorities
Performance Management	<ul style="list-style-type: none"> • Assist the associate dean by monitoring and reporting faculty performance, providing mentoring as needed, and preparing development plans with appropriate faculty groups as required to address faculty problems • Collaborate with area/local-level faculty Personnel Committee(s) to comply with policies (local bylaws, UWO, UWS) on Promotion, Tenure, and Renewal. • Assist the associate dean with the processing of college, university, and professorship awards
Curriculum	<ul style="list-style-type: none"> • Assist with initiation of new programs and changes to existing programs and courses (e.g., possible tasks are processing university forms, monitoring cost recovery applications, ensuring faculty votes on curricular changes) • Assist with collection of appropriate assessment and learning data • Collaborate with area faculty to ensure accreditation requirements are met
Student Services	<ul style="list-style-type: none"> • Meet and/or communicate with current students when needed

	<ul style="list-style-type: none">• Meet and/or communicate with prospective students and/or parents when needed• Encourage student participation in professional development activities such as collaborative research, student organizations, college networking night, career fairs, etc.• Support the process for student scholarship awards in the programs within the area• Collaborate with area faculty to develop and implement advising practices
Administrative	<ul style="list-style-type: none">• Provide program area information to the Associate Dean or Dean as requested or required• Ensure conformance with accreditation standards and assist with appropriate data collection• Ensure program area data reports and/or program reviews are completed and submitted on time• Attend school and college meetings• Assist the college marketing and communications with preparation and submission of program information for website and promotional materials• Provide the Associate Deans and Deans with information relative to program area

Sample