CHHS Program Coordinator Process

1. In the spring, give the CHHS Budget Coordinator your unit’s list of Program Coordinators for the fall semester (you will obtain this information from your Department Head/Director).
2. The CHHS Dean’s Office Administrator will use the CHHS Compensation Guidelines to determine each coordinator’s compensation (criteria for each compensation type are listed on page 2).
3. The determined compensation listing will be returned to each Departmental Office Coordinator to process the following:
	1. Using the Templates located at this link Coordinator Letter Templates, the Departmental Office Coordinator will prepare the correct letter for each coordinator, save as a fillable pdf, and provide it to the Department Head/Director.
		1. The Department Head/Director will confirm each letter states the correct compensation level and will send the letter to the Program Coordinator(s) for signature.
	2. The Departmental Office Coordinator will retain a copy of the signed document for their records and forward a copy to the CHHS Budget Coordinator.
	3. Using the samples provided at this link Program Coordinator File, the Departmental Office Coordinator will process any EPAFs needed per Program Coordinator (Summer, AY).
4. If the Program Coordinator is to receive a summer stipend, Departmental Office Coordinator will work with Grant Specialist to assure that the Program Coordinator has not over committed their available summer effort.

# CHHS Program Coordinator Compensation Guidelines

Compensation is based on fall census student enrollment from the previous Academic Year. Compensation will be based on the following:

# Undergraduate

**Spirit program coordinator**= 1 to 50 students in a major, track or concentration, a single minor, or a single certificate program only (can be accredited or unaccredited program)

* Qualifies for 0 to 20% service time during the regular academic year. Not eligible for any additional stipend.

**Journey program coordinator** = 51 to 124 students (can be accredited or unaccredited program)

* Compensated with a one course release OR stipend of $2280 for the fall OR spring semester.

**Big Red program coordinator** = 125+ students (can be accredited or unaccredited)

* Compensated with a one course release OR stipend of $2280 for both fall and spring semesters (total of two course releases or $4560). It is possible to have a stipend for one semester and a course release for the other semester.

**Hilltopper program coordinator** = 125+ students (must be accredited) and requires extensive work in the summer to satisfy accreditation (self-study, assessment, reporting)

* Compensated with a one course release OR stipend of $2280 for both fall and spring semesters (total of two course releases or $4560) AND one summer stipend of $4800. It is possible to have a stipend one semester and a course release the other semester.

# Graduate

**Spirit program coordinator**= 1 to 15 students or a single certificate program only (can be accredited or unaccredited program)

* Qualifies for 0 to 20% service time during the regular academic year. Not eligible for any additional stipend.

**Journey program coordinator** = 16 to 30 students (can be accredited or unaccredited program)

* Compensated with a one course release OR stipend of $2280 for the fall OR spring semester.

**Big Red program coordinator** = 31+ students (can be accredited or unaccredited)

* Compensated with a one course release OR stipend of $2280 for both fall and spring semesters (total of two course releases or $4560)

**Hilltopper program coordinator** = 31+ students (must be accredited) and requires extensive work in the summer to satisfy accreditation (self-study, assessment, reporting)

Compensated with a one course release OR stipend of $2280 for both fall and spring semesters (total of two course releases or $4560) AND one summer stipend of $4800.