



EL PASO COMMUNITY COLLEGE PROCEDURE

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DJ-4 Faculty Coordinator Guidelines

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AUTHORIZING BOARD POLICY: DJ

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To outline the process for selection, assignment, compensation and evaluation of faculty* members serving as Coordinators and Head Librarians.

PROCEDURE:

I. Definitions

Discipline/Program (Credit or Non-credit) -- A discipline or program is defined as a distinct subset of the curriculum of the College, usually defined by a unique *Catalog* identifier heading, defined degree plan, area of concentration, or field of study (example: English or Math).

Coordinators -- Full-time, institutionally funded faculty members who provide leadership to instructional programs, departments, projects and/or activities. To serve as coordinator, the faculty member must be fully credentialed and have a primary assignment in the discipline for which leadership is provided. Coordinators and Head Librarians serve at the discretion of the Administrative Supervisor (i.e., Dean(s) or Associate Vice President of Instruction and Student Success).

District-wide Discipline Coordinator (Transfer/Developmental) -- In concert with District-wide discipline faculty, assumes District-wide responsibility for discipline coordination as well as for curriculum development and review.

District-wide Program Coordinator (Career and Technical Education) -- In concert with District-wide program faculty and based upon specialized accreditation guidelines within applicable programs, assumes District-wide responsibility for program coordination as well as for curriculum development and review.

Health Occupations Program Coordinator -- In concert with District-wide program faculty and based upon specialized accreditation guidelines within applicable programs, assumes District-wide responsibility for program coordination as well as for curriculum development and review.

Campus Coordinator -- Assists the Administrative Supervisor with coordination of campus-based discipline activities.

Head Librarian -- In concert with District-wide librarians and the Associate Vice President, provides leadership through administering, planning, implementing, monitoring and evaluating the delivery of library services including off-campus and satellite sites.

Counselor Coordinator -- Counseling faculty member who assists the Associate Vice President in administering, planning, implementing, evaluating and monitoring the delivery of counseling services.

Special Projects Coordinators -- Assists and supports Administrators with students, faculty and special projects as required.

II. Selection Process

- A. District-wide Discipline Coordinators (Transfer/Developmental), District-wide Program Coordinators (Career and Technical Education), and Health Occupations Program Coordinators

* Note: The word "faculty" denotes instructors, counselors and librarians.

1. Coordinators and Head Librarians are selected through a cooperative process involving faculty and College administration to assure District-wide representation, considering applicable guidelines from external agencies, such as the Texas Higher Education Coordinating Board (THECB), Southern Association of Colleges and Schools (SACSCOC), and specialized accrediting agencies.
 2. As a vacancy occurs, the Administrative Supervisor will solicit nominees from the discipline by memorandum. The memorandum will specify the responsibilities of the position, the criteria for selection as appropriate and the timelines for response. Nominations from applicants must address the criteria for selection. Individuals may nominate themselves or other qualified faculty members. If nominating another individual, a written agreement from the nominee indicating willingness to serve must be included.
 3. The Administrative Supervisor will make the final selection based on the qualifications of the applicants, considering input provided by the discipline, and based upon current District-wide needs. The Administrative Supervisor will notify the selected appointee and the discipline/program faculty.
 4. Generally, the term of appointment is for two academic years, with an option for continuation upon recommendation by the Administrative Supervisor. However, rotations may occur as needed. District-wide Discipline/Program Coordinators and Health Occupations Program Coordinators may be rotated every two years.
 5. In case of a disagreement in the selection process, the Vice President of Instruction and Workforce Education will make the final decision.
 6. In accordance with guidelines from external accrediting agencies, District-wide Discipline/Program Coordinators and Health Occupations Program Coordinators must be fully credentialed and have a primary teaching assignment in the discipline/program.
- B. Campus Coordinators are selected through the same process outlined in Section II. A. The Administrative Supervisor will make the appointment based on campus needs and budget availability.
 - C. Special Projects Assistants will be selected through a petitioning process to the appropriate Administrator Dean/Vice President.

III. Evaluation

The evaluation of coordinators will be noted on the *Composite Evaluation for Full-time Teaching Faculty*.

IV. Assignment

- A. Assignments will generally be issued to coincide with the fall and spring semesters. However, enrollment management or end-of-semester issues may require campus coordinators' availability to begin before the onset of Faculty Development Week. Additionally, campus coordinators are expected to assist with end-of-semester issues that range past final exams week.
- B. The Administrative Supervisor, in consultation with Coordinators and Head Librarians, will determine if a summer assignment is required, based on the unique needs of the Discipline/Division and budget. This assignment is subject to approval by the Vice President of Instruction and Workforce Education.
- C. If the coordinator assignment results in an overload, refer to College procedure DJ-1 *Credit Full-Time Faculty Workload*, for guidelines.

V. Compensation

- A. Determination of the appropriate compensation for each District-wide Discipline/Program Coordinator, Health Occupations Program Coordinator and Faculty Coordinators will be made by the Administrative Supervisor in concert with the Vice President of Instruction and Workforce Education based on the established formula, unique needs of the Discipline/Division, and budget availability. Refer to current coordinator compensation guidelines in the Part-time Faculty Salary Schedule which is on file in the Department of Human Resources, Risk Management, & Safety.

- B. Compensation will be based upon the following:
 - 1. Compensation may be part of the regular workload or an overload. If paid as an overload or part-time assignment, hourly compensation is based on the current coordinator salary rate. The usual range of compensation is a non-instructional assignment of 3 to 6 credit hours (or equivalent contact hours).
 - 2. Coordinators who are in probationary faculty status must maintain an instructional assignment in accordance with the current College procedure DDA-1 *Tenure Review and Recommendations*.
- C. Compensation for the District-wide Discipline/Program Coordinator will be a specified stipend per semester. Refer to the current *Part-time Faculty Salary Schedule* for the approved compensation.
- D. Disputes regarding assigned compensation between the coordinator and the Administrative Supervisor will be resolved by the Vice President of Instruction and Workforce Education.
- E. In general, faculty coordinators will be compensated for a minimum of 3 credit hours (or equivalent) for program/discipline/cluster.