Graduate Coordinators, Undergraduate Coordinators, and Transfer Coordinators

1. Responsibilities of the Graduate Coordinator

The MSP and the University recognize that graduate coordinators perform important administrative functions that are in addition to their academic duties of teaching, research and service, and deserve appropriate additional compensation. Working under the supervision of the department chair, the graduate coordinator’s responsibilities should include the following:

a. Graduate coordinators should provide leadership throughout the calendar year to the development and implementation strategies for effective recruitment of graduate students.

b. The graduate coordinator should work with the department chair and appropriate faculty committees to establish admissions criteria and coordinate the review of applicants for the graduate programs.

c. Following acceptance by the graduate school, the graduate coordinator should, with the assistance of the appropriate university administrative and support services, inform students of relevant university and academic policies and provide them with access to required facilities and services.

d. With the assistance of the appropriate university administrative and support services, the graduate coordinator should provide graduate students with all reasonable support that will enhance the likelihood of successful completion of the program.

e. Finally, it shall be the responsibility of the graduate coordinator in consultation with the chair of the department to certify that students intending to graduate have met all departmental graduation requirements.

Graduate coordinators will be appointed annually effective July 1, by the dean based upon the recommendation of the department chair.

Compensation for Graduate Coordinators

The parties acknowledge that a goal of $207,000 annually is necessary to provide adequate compensation for graduate coordinators through stipends and/or course releases. However, given current budget constraints, the University will notify the MSP on or before September 1, 2009 as to the amount of funds it will make available to compensate graduate coordinators for FY 09 and FY 10. On each subsequent September 1, the University will notify the MSP as to the amounts of funds it will make available for this purpose for FY11 and FY12, respectively. Notwithstanding the above, the parties further agree that the University shall expend not less each year than the amount expended for this purpose for AY 2007-2008. The Provost will determine the annual compensation through stipends and/or course releases for each graduate coordinator, after consideration of the “weighted formula” that compares numbers of credit hours, applicants, head count, and graduates among departments, and the recommendations of the chairs and deans.”

2. The parties agree that the existing joint subcommittee will continue to explore a framework for a stipend or other compensation for the duties performed by Undergraduate Coordinators and Transfer Coordinators. The parties agree to reopen negotiations about this issue upon request of either party at any time(s) during the term of the agreement.”