



Date: June 18, 2025

Faculty Name: Stephen Carter

Employee #: 506881

Dear Stephen,

This letter confirms our offer for you to take on academic leadership and coordination duties at the Moncton campus. These duties relate to the Program(s) listed below. In return, you will receive the **Coordinating Instructor Allowance (CIA)**, as outlined in **Article 22.01** of the Education (Instructional) Collective Agreement.

Academic School: Information Technology

Program(s): Software Development Cohort A (MO)

CIA Compensation Details:

- **CIA Rate:** Bi-weekly payment equal to **3.5%** of your bi-weekly base wage for each program you coordinate.
- **CIA Period**
Start Date: August 25, 2025
End Date: June 19, 2026

Early Termination:

As per Article 22.01(c), the CIA may be ended with two months' written notice.

Please confirm below whether you accept or decline this offer to take on additional academic leadership and coordination duties, along with your regular teaching responsibilities. If accepted, you will receive the CIA as compensation, in line with Article 22.01.

Sincerely,



Jodi Stringer

Dean, School of Information Technology

NBCC

[illegible]

I wish to advise of my ☐ acceptance, ☐ non-acceptance of the role of Coordinating Instructor as per above.



Faculty Signature

Coordinating Instructor Guidelines

Article 22.01 of the collective agreement defines and sets parameters under which a Coordinating Instructor is eligible to receive premium pay identified as the *“Coordinating Instructor Allowance.”* In order to clarify and standardize College-wide expectations for Coordinating Instructors’ additional duties *“... to provide academic leadership and coordination for the department as assigned by the Department Head,”* these guidelines have been created.

Where assigned, the Coordinating Instructor is generally accountable to assist the Academic Chair in ensuring efficient and effective program delivery inclusive of communicating directives from the Academic Chair to instructors. Specifically in relation to Article 22.01(a), Coordinating Instructors will be assigned and complete the following list of duties, where applicable, in exchange for the payment of the Coordinating Instructor Allowance, pursuant to Article 22.01.

Human Resources

- Assisting with the onboarding of new staff
- Serving as a faculty mentor

Course Delivery

- Developing schedule of student assessments (tests, exams) for review by Academic Chair
- Developing clinical schedules for review by Academic Chair
- Procuring required supplies and materials for program delivery
- Developing schedules for shop and lab time for review by Academic Chair
- Coordinating shop and lab maintenance including maintenance of equipment
- Coordinating safe work practice

Students

- Chairing student assessment meetings related to academic integrity
- Coordinating student registration and orientation
- Preparing and reviewing program schedules and roadmaps to graduation
- Providing academic advising to students; monitoring and advising at-risk students
- Coordinating with Registrar’s office to support part-time applicants/transfer students and/or students on individualized Learning Plans
- Championing programs related to student accommodation and encouraging fellow faculty to implement these programs

Quality Improvement

- Coordinating faculty input into internal program review/academic decision-making processes
- Preparing reports and scheduling visits for the accreditation process
- Assisting with the coordination of applied workplace experiences

Stakeholder contact

- Representing program areas at internal and external events
- Liaising with various industry stakeholders for effective program delivery

Program Promotion

- Coordinating representation for College Preview Day, Student for a Day, Skills Competition
- Coordinating alumni visits