



## 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

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### **Program Promotion**

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