

**BOARD OF GOVERNORS OF LAKEHEAD UNIVERSITY**

**and**

**LAKEHEAD UNIVERSITY FACULTY ASSOCIATION**

**LETTER OF UNDERSTANDING #18**

**Re: Program Coordinator**

- 1.0 Appointment of Program Coordinators
- 1.1 The Program Coordinator shall be appointed, in writing, by the Dean. A Program Coordinator shall be a full-time faculty member, with academic rank, in the program.
- 1.2 At least three (3) months prior to the end of his/her term, the incumbent Program Coordinator shall notify the Dean in writing of his/her intent to be considered for an additional term. The Dean shall consult with the program faculty at least one month prior to the end of the current term to determine:
- (A) that the program faculty support the reappointment of the incumbent if he/she is seeking another term; or
- (B) if the incumbent is not supported, or if the incumbent does not seek reappointment, then the Dean shall solicit nominations from full-time program faculty. The full-time program faculty shall vote by ballot to select a candidate for referral to the Dean.
- 1.3 If the Dean endorses the candidate, he/she shall provide a written appointment letter to the candidate. If the Dean does not endorse the candidate, he/she shall meet with the program faculty to advise them of his/her concerns prior to consideration of an alternative candidate.
- 1.4 The appointment of a program coordinator shall be for three years or for a specified lesser term acceptable to both the Dean and the appointee for the position of Program Coordinator.
- 2.0 A Program Coordinator may have the following responsibilities:
- (A) to provide leadership and co-ordination in the initiation and implementation of program policies within the framework of Department, Faculty, and University policies, and in the planning and development of academic programs;
- (B) to ensure that program meetings are held and that communication is provided to program faculty;
- (C) to promote and represent the program(s) to internal and external constituencies;
- (D) to coordinate admissions to the program(s);
- (E) to provide academic counselling to students within the program;
- (F) to represent the program on Faculty Council(s) or other governance committees as appropriate; and
- (G) to carry out other responsibilities as defined in the appointment letter.

3.0 In recognition of the administrative responsibilities of a Program Coordinator, due consideration shall be given to a reduction in his/her assigned teaching responsibilities.

**SIGNED FOR**

**LAKEHEAD UNIVERSITY  
BOARD OF GOVERNORS**

**LAKEHEAD UNIVERSITY  
FACULTY ASSOCIATION**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_