

## MHTE Area Coordinators Governance Document

Approved by the MHTE Division Faculty: December 2, 2020.

### Section 1 – Definition and Duties

Each area in the Division of Music History, Theory, and Ethnomusicology will have one Area Coordinator. The position of Area Coordinator is a three-year appointment (see Section 2 below). Area coordinators perform their duties during the academic year (August 15 - May 15). The Division Chair may consult with the Area Coordinator regarding area matters over the summer as necessary.

The Area Coordinator's duties are administrative duties. The Area Coordinator fulfills their duties under the guidance and supervision of the Division Chair, who has the right of final decision, unless that authority is delegated elsewhere by University and College of Music policies.

The Area Coordinator may delegate to other area faculty duties such as TA/TF supervision and evaluation, public relations initiatives, etc. The coordinator works with Division committees to carry out specific tasks.

The Area Coordinator is expected to carry out and supervise the following operations and duties, among others, in consultation and collaboration with the Chair:

- Scheduling classes for the long semesters and assisting the Division Chair in summer scheduling
- Maintaining a roster of courses according to enrollment and curricular needs
- Coordinating the development of courses for non-music majors in support of SCH generation
- Recommending the hiring of adjunct faculty when needed for additional classes
- Contributing leadership in faculty searches for their respective areas
- Overseeing tests and examinations as assigned within their respective areas (i.e. Graduate Proficiency Exams, Undergraduate Proficiency Exams, PhD Qualifying Exams, etc.)
- Overseeing area student mentoring
- Recommending the hiring of Teaching Assistants and Teaching Fellows
- Observing and evaluating Teaching Assistants and Teaching Fellows
- Holding regular area meetings, typically once per month, or more often when special needs arise
- Reviewing student petitions for course substitutions
- Revising and updating area-specific policies and documents, such as degree plans, curricula, documents, exam policies, websites, etc. This can be delegated to area faculty, or degree committees as applicable
- Participating in all Division events, such as guest lectures, convocations, honors celebrations, Division meetings, etc. This includes reporting area initiatives and accomplishments as requested by the Division Chair or Division faculty
- Leading and participating in student recruitment initiatives (i.e. representing the area at professional conferences, Division receptions, graduate applicant campus visits, etc.)
- Supervising the review process for student applicants for the area's degree programs, and communicating area decisions of acceptance to the Chair and the administration for further processing
- Participating in financial support initiatives (student scholarships, faculty grants, etc.) of the area and Division

Supporting the Chair in strategic planning for the Division, such as setting goals for admission and retention, IDEA (inclusion, diversity, equity, and accessibility), revision and improvement of degree programs, curricular development, student professional development initiatives, etc.

- Supporting the Chair in faculty research and professional development, and in evaluations as needed

The Area Coordinator's performance in fulfilling the aforementioned duties will be reviewed annually by the Division PAC and Division Chair as part of the Annual Review.

### Section 2 – Eligibility and Appointment

The position of Area Coordinator always is held by a member of the faculty typically with tenure. When necessary, tenure-track faculty in the final year of their probationary period or non-tenure-track faculty holding the rank of Principal Lecturer may be considered. The Division Chair in consultation with the division and area faculty (i.e. by an anonymous survey) recommends a candidate to the Dean who makes the appointment.

An Area Coordinator is appointed for a term of three years and may serve a maximum of three consecutive terms. An unsatisfactory evaluation of the Area Coordinator's performance in fulfilling the duties prescribed in Section 1 may lead to the Coordinator's dismissal from the position prior to the conclusion of the term. Additional consecutive terms are considered exceptional and must be approved by the Division Chair and Dean in consultation with division and area faculty. The procedure for reappointment is identical to the procedure for appointment and will normally occur early in the spring semester of the third year of the term.

### Section 3 – Workload and Compensation

Compensation for a Coordinator typically consists of a course reduction as part of the faculty workload for the academic year. The course reduction is negotiated with the Division Chair, pending approval by the Dean and pending area instructional needs. The workload distribution falls under the category of "Administration." Area Coordinators are typically assigned an overall administrative workload percentage of 10-20%.

### Section 4 – College and University Policy

Relevant College of Music and University policies and guidelines will supersede these guidelines where there are any discrepancies.