

## SELECTION AND OVERSIGHT OF SECONDARY POSITIONS

DEAA-R  
(Administrative  
Regulation)

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| PURPOSE                  | <p>This administrative regulation establishes a clear, transparent, and unbiased process for the solicitation, selection, appointment, and evaluation of individuals serving as Program Coordinators or Advisors who receive stipend compensation and/or course releases for work performed beyond their regular job responsibilities.</p>                                                                                                                                                                                                                                                                                                                                                                        |
| SCOPE                    | <p>Program Coordinators and Advisors play a critical role in advancing institutional priorities, supporting student success, and ensuring effective program operations. In many cases, these roles require work that extends beyond an individual's primary job description and therefore warrant additional compensation in the form of stipends and/or course releases. Positions covered under this regulation include but are not limited to:</p> <ul style="list-style-type: none"><li>• Puente Program Coordinator</li><li>• Honors Program Coordinator</li><li>• Distance Education Coordinator</li><li>• Teacher Education Coordinator</li><li>• Phi Theta Kappa Primary and Secondary Advisors</li></ul> |
| SOLICITATION OF NOMINEES | <p>Position descriptions will be developed for each role and will be reviewed and edited on an annual basis.</p> <p>Course release and stipend supported coordinator or advisor opportunities will be announced in a transparent and timely manner. Details regarding the role, title, and purpose will be shared with all eligible employees through established institutional communication channels.</p>                                                                                                                                                                                                                                                                                                       |
| ELIGIBILITY              | <p>Applicants must meet the following requirements to be eligible for stipend funded positions:</p> <ul style="list-style-type: none"><li>• Be an exempt, full-time employee.</li><li>• Obtain approval prior to application submission from their direct supervisor, Division Chair, and the appropriate Cabinet member.</li><li>• Have no current performance improvement plans or active disciplinary actions.</li><li>• Have at least one year of work experience at Lee College. (Exceptions may be granted in consultation with the designated Cabinet member.)</li><li>• Have no more than 2 course overloads. (Exceptions may be granted in consultation with the designated Cabinet member.)</li></ul>   |

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### APPLICATION PROCESS

Applications will be accepted every three years during the spring semester preceding the beginning of the new service term in the following fall semester. Applications must be submitted through the NEOED system and include an updated résumé and a letter of recommendation from the applicant's current supervisor.

Individuals may apply for more than one stipend or course release assignment but may only hold one compensated assignment at a time.

### SELECTION TEAM

A selection team composed of three individuals will be established for each role or group of roles. Team membership will consist of:

- Program supervisor
- At least one faculty member nominated by the Faculty Assembly
- Other relevant campus stakeholders

### SELECTION CRITERIA

Candidates will be evaluated based on their submitted application and interview. The selection team will consider criteria such as:

- Alignment of experience and skills with role responsibilities
- Demonstrated effectiveness in similar roles
- Quality and feasibility of proposed goals or plans
- Capacity to balance stipend responsibilities with primary job duties

### DECISION-MAKING AND NOTIFICATION

Selection decisions will be documented and approved by the program supervisor and designated Cabinet member. All applicants or nominees will be notified of the outcome in a timely manner. Appointment letters will outline expectations, term length, stipend details, and evaluation requirements.

### TERM LENGTHS AND APPOINTMENT STRUCTURE

Appointments will be made for a term of three academic years. Terms begin on the first day of Professional Development Week in August and end on the day before the first day of Professional Development Week in August. Candidates are eligible to reapply every three years, contingent upon satisfactory performance and program continuity.

Any mid-term vacancies should be communicated as quickly as possible to the program supervisor. Mid-term vacancies will be filled using this established process.

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EVALUATION AND  
ACCOUNTABILITY  
PROCESSES

Clear performance expectations and deliverables will be established at the start of each term collaboratively between the employee and program supervisor. Program supervisors will provide periodic check-ins to monitor progress, address challenges, and make adjustments to scope or expectations as needed.

Program supervisors will complete an annual evaluation assessing the employee's performance over the past academic year through NEOED. Continued course release or stipend eligibility will be contingent upon satisfactory performance. Failure to meet expectations and satisfactory performance may result in non-renewal of appointment, discontinuation of course release or stipend funding, and early termination of the appointment.