

**Resolution on Selection Procedure for Program Coordinators (S11-03)**  
**Approved by the OCC Senate on April 3, 2011.**

**Whereas** the Senate wishes to comply with the new contract language on the selection of program coordinators (Article XI, Section 16),

**Whereas** the new contract language states that the selection process for program coordinators with reassigned time of one academic year or less will be made by management in consultation with the academic senate,

**Whereas** the new contract language states that the selection process for program coordinators with reassigned time of more than one year will be made by the Academic Senate in consultation with the management,

**Whereas** the Senate prefers to create a single selection process for all program coordinators regardless of the length of their appointment,

**Resolved** that said selection process include the following elements:

1. The management shall be responsible for finalizing the job description after the current program coordinator, relevant committees, and Academic Senate provide feedback on its contents regarding academic and professional matters.
2. The Academic Senate shall announce the position to the faculty for a minimum of twenty calendar days.
3. The Academic Senate President and College President (or their designees) shall determine whether a sufficient number of applicants have come forward. In the case of no applicants, the Senate will conduct another announcement of the position.
4. The selection committee shall be composed of two managers and two faculty members. In the case of a program coordinator who regularly interfaces with a classified staff member, the classified staff member shall be added to the committee.
5. The faculty appointed to the selection committee should come from the appropriate constituency (for example, honors faculty should be asked to serve on the selection committee for the Honors Program Coordinator).
6. The selection committee shall establish its own procedures when determining the finalists who shall be interviewed, the interview questions, and the method by which they select the candidate who shall be offered the position.