



College of Family and
Consumer Sciences
UNIVERSITY OF GEORGIA

Policy on Compensation for Graduate and Undergraduate Coordinators

Faculty who are selected as undergraduate or graduate coordinators are entitled to compensation of \$10,000 to be paid in the form of a salary supplement evenly distributed over 10 months (academic year appointment) or 12 months (fiscal year appointment) A three year term is considered standard. The decision to extend the appointment beyond three years rests with the department head in consultation with the dean.

A standard letter of appointment to undergraduate and graduate coordinator will be jointly signed by the department head and dean. For graduate coordinator, the department head will also follow the Graduate School Procedure for Nominating a Graduate Coordinator <http://grad.uga.edu/index.php/faculty-and-staff/graduate-coordinators/procedure-for-nominating-a-graduate-coordinator/>. Appointment or reappointment must be completed in the College before Budget Planning and Salary Setting, on or before April 1.

The graduate and undergraduate coordinators will be available to department staff, department head, and students during the summer to handle their coordinator duties. The graduate coordinators serve as the liaison between the department and the Graduate School with delegated authority of the department head. Policies, resources and trainings and the Graduate Coordinator Handbook <http://grad.uga.edu/index.php/faculty-and-staff/graduate-coordinators/> are provided by the Graduate School and a list of expectations are provided by the College.

Effective Fall 1998

Updated Fall 2011

Updated Fall 2017

Updated Fall 2019