
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: PROGRAM MANAGER POSITIONS FOR NEW
AS/AAS DEGREE OR CERTIFICATE PROGRAMS

NUMBER: PRO 5-22

REFERENCE: Board Rule 5.01

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I. GENERAL INFORMATION

- a. New AS/AAS degree or certificate programs necessitate significant planning and marketing rather than actual teaching in the first one to two years and therefore require program manager positions. Hence, to quickly develop fast growth and high potential new educational degree/certificate programs that support community needs the following process and procedures have been established.
- b. A new program may best be established with a full program manager, but in other situations it may best be established with an instructor who has some program manager responsibilities. The Vice President of Academic Affairs will determine the appropriate direction a new AS/AAS degree or certificate program may initially take at start-up and later on as best supports the College's goals. There is no guarantee that a new degree or certificate program may continue to exist, keep to its start-up format or transition as outlined here.
- c. These new experimental degree/certificate programs as identified by Academic and Student Affairs will:
 1. Be developed and managed initially by qualified Program Managers rather than instructors;
 2. Be evaluated formally per specific measurable criteria established by the Dean and VP of Academic Affairs to determine their current success;
 3. Be evaluated for their potential long-term viability and a decision rendered to continue or eliminate the program; and
 4. Contain a formal performance review system necessary for determining:
 - i. the program manager's current performance level; and
 - ii. whether or not an offer of a faculty position to the respective program manager will be made.

II. PROGRAM MANAGER POSITIONS

- a. Program manager positions for new degree/certificate programs will be classified as Professional Support/Administrative. They will be 12-month (240 days). A program manager position will report to the appropriate Dean or Chair as designee in Academic and Student Affairs. Because these positions are professional support/administrative they will be advertised as non-tenure with the potential for faculty tenure (continuing contract) based upon specific success criteria.
- b. A job classification/analysis will determine the specific level of the assigned duties to a program manager position. The level will establish the salary range. The specific salary for the program manager will be determined by candidate's experience and degree. This procedure is in accordance with the rule for determining a faculty employee's salary. Following this rule ensures that if the position transitions to a faculty position, the salary would fit the faculty salary universe and would not necessitate a reduction in salary.
- c. The nature of the program manager position requires the establishment of specific measurable goals and objectives. These goals and objectives will be approved by the appropriate Dean. They will also be used as the criteria to determine the success of the program as well as the program manager's level of performance.

III. EVALUATING A NEW ASSOCIATE DEGREE OR CERTIFICATE PROGRAM'S SUCCESS AND CONTINUED VIABILITY

After 2 years a complete review of the program's success and an assessment of the program's future success (viability) will be conducted thoroughly. Criteria for this assessment will include:

- a. Number of students in current program;
- b. Percent of growth from year one to year two;
- c. Forecasted future growth (3-5-year projection);
- d. Retention & drop rates of students;
- e. Placement Data;
- f. Existing funding and projected funding growth.

VI. EVALUATING PROGRAM MANAGER'S PERFORMANCE

- a. Because these positions are in the Managerial jobs classification category the program managers will follow the Managerial/Professional Technical Performance Review system. Hence, they will be required to develop specific and measurable performance goals/objectives relative to development, installation and management of the program. These goals will be based upon specific degree/certificate program success criteria and approved by the Dean. Their performance in these positions will be evaluated not only on their level of accomplishing the stated objectives and goals relative to program management, but also on their instructing performance. The following are the minimum specific areas to be used in the performance evaluation:

1. Student, peer and Administration evaluation of teaching methods, delivery and advising responsibilities;
 2. Curriculum/program evaluation: innovative, adult-learner centered, appropriate use of technology, testing/evaluation methods;
 3. Establishment of successful marketing and student recruitment plans;
 4. Development of supportive relationships with employers in the field.
- b. The Dean may determine other specific areas for evaluation. The program's review and assessment of the program manager's performance relative to such will be conducted by the VP of Academic and Student Affairs and the appropriate Dean.
- c. Program Managers will have their performance reviews documented on the Managerial/Technical Performance Review forms. Any compensation awarded for performance success will be in keeping with defined compensation award practices but ultimately set in alignment to a potential future faculty position. This practice is to ensure that should program managers' transition to faculty they would not need their pay adjusted negatively.
- d. The degree of total success of these accomplishments will be a formal part of the program's review leading toward the decision to maintain the new degree/certificate program and to transition the program manager position to a faculty position for supporting the continued respective program.
- e. The offering of a faculty position in the respective degree/certificate program will be based upon both instructor and program management effectiveness. If at such time the program would be better served with a faculty position in place of a manager then the Dean and VP of Academic and Student Affairs will evaluate the program manager's instructor competencies relative to the needs of the program and decide to offer him/her a faculty position in the program. Those managers offered a faculty position in the new program will move into such through an appropriate transition plan (as approved by both the VP of Academic Affairs and the Director of Human Resources).

VII. TRANSITIONING A PROGRAM MANAGER TO A FACULTY POSITION

- a. Once the VP of Academic and Student Affairs determines that:
1. the AS/AAS Degree or Certificate program is a success;
 2. the program will continue because it displays great potential for increased success; and,
 3. the program manager has performed successfully as both a program manager AND an instructor (per the above criteria/areas);
 4. meets SACS qualifications,

then he/she may offer the program manager a faculty position supporting that respective degree or certificate program.

- b. If the program manager accepts the faculty position and the District Board approves he/she will move into a faculty instructor position at the start of the next term. He/she will be on the 164-day instructional contract and will follow all applicable faculty rules and procedures set forth by LSSC rules. He/she will be on an annual faculty contract until recommended, if appropriate, for continuing faculty contract per LSSC policy and State Board of Education rules.
- c. The program manager, now a faculty member, will receive teaching credit prorated per the completed teaching load he/she carried while being the program manager. This teaching credit will be added to other credited outside teaching experience (per LSSC rule) to establish his/her faculty salary in the Instructor rank.
- d. The salary for a transition program manager to a faculty position will be in appropriate alignment with other Instructor rank faculty of like experience. Once the transition to faculty is fully made the incumbent will then follow the Faculty Rank & Promotion process/system.