

Academic Administrators (APM 370)	Academic Coordinators (APM 375)
This series is used principally in organized activities, other than organized research units, for programs that provide service closely related to the teaching and research mission. Duties are largely administrative, but allows for participation in teaching and research.	Oversees programs involving teaching, research and/or outreach; individuals who are required to perform research or course instruction must hold a dual appointment for those functions.
Must have professional and academic qualifications similar to those of other Academic Affairs in the organized activity to be administered.	Must have academic credentials and/or professional experience appropriate to the position.
Should have terminal or highest degree in that particular field (e.g. Ph.D., M.P.H. etc.).	Normally, a masters degree or equivalent is a minimum requirement.
If appointee holds split appointment, Academic Administrator position will be according to scale rate; no stipend amount.	Academic Coordinator may receive stipend amount under conditions outlined in APM 375-18(c).
Eligible for merit increase on a biennial basis.	Eligible for merit increase every second year for level I and II; every third year for level III.
A performance review, in the absence of a merit or promotion, at least every four years.	A performance review every two years for levels I and II, and every three years for level III.
11-month title.	9-month or 11-month title.
Accrues sick leave at the rate of one day per month for full time employment.	Sick leave accrues at the rate of one day per month of full time employment for fiscal-year employees.
Vacation leave accrues at the rate of two days per month for full time employment, with a maximum accrual balance of 48 days.	9-month appointments are not eligible to earn vacation. For 11-month titles, vacation is accrued at the rate of two days per month for full time employment, with a maximum balance of 48 days.