

Approved Revised Special CU Assignments
Effective Fall 2015

Approved November 21, 2014; Revised December 23, 2014			Current				Approved				Rationale	
College	Dept	Special CU Description	FA	SP	AY	SU	FA	SP	AY	SU		
CAH		Digital Humanities								3		New to list; assignment implemented after 2009; more of a college CU assignment for support of all h humanities departments
CAH	ART	Scholarship Coordinator	3	3			3	3				
CAH	ART	Graduate Coordinator, 10 months	3	3			3	3			3	No change from established practice
CAH	ART	Slide Library Coordinator	1.5	1.5			1.5	1.5				
CAH	CMN	Assistant Chair	3	3			3	3				
CAH	CMN	Forensics Director	6	6			6	6				
CAH	CMN	Graduate Coordinator, 10 months	3	3		3	3	3			3	
CAH	CMN	Supervisor of Basic Course (CMN 1310G)	3	3			3	3				
CAH	CMN	Coordinator of Computer Lab	3	3			3	3				
CAH	ENG	Director of Composition, 11 months	6	6		3	6	6			3	
CAH	ENG	Graduate Coordinator, 9.5 months	4	4		1.5	3	3			1.5	Consistent with other college coordinator and similar assignments
CAH	ENG	ENG Education Director, 9.5 months	4	4		1.5	3	3			1.5	Consistent with other college coordinator and similar assignments
CAH	ENG	Undergrad Studies Coordinator, 9.5 months	4	4		1.5	3	3			1.5	Consistent with other college coordinator and similar assignments
CAH	ENG	Centralized Advisement	4	4			3	3				In lieu of following AoD Guidelines for advising; department returns to a one advisor
CAH	ENG	Centralized Advisement	4	4			0	0				See above
CAH	ENG	Journal Review	3	3			0	0				If a faculty member takes on Journal Review; CU assignment TBD by dean; approved by Provost
CAH	ENG	Editor, Bluestem (formerly Karamu)	2	2			2	2				
CAH	ENG	Coordinator of English Technology-Integrated Classrooms	4	4			3	3				Consistent with other college coordinator and similar assignments
CAH	FLG	Director of Language Lab	4	4			3	3				Reduce
CAH	HIS	Coordinator, Historical Administration, 10 months	3	3		3	3	3			3	
CAH	HIS	Coordinator, MA in History, 10 months	3	3		3	3	3			3	
CAH	HIS	Computer Tech Committee Chair/Webmaster	1.5	1.5						3		Provide additional scheduling latitude
CAH	HIS	Centralized Advisement, 10 months	6	6		3	0	0			0	
CAH	JOU	Coordinator, Student Publications, 12 months	6	6		9	6	6			9	One summer month is summer teaching
CAH	JOU	Editorial Adviser, Daily Eastern News, 11 months	6	6		6	6	6			6	One summer month is summer teaching
CAH	JOU	Editorial Adviser, Warbler	3	3			3	3				
CAH	JOU	Photo Adviser, Student Publications	1.5	1.5			1.5	1.5				

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CAH	JOU	Editorial Adviser, Minority Today (FRESH)	1.5	1.5			0	0			Duties reassigned to DEN editorial advisor
CAH	JOU	New Media Adviser, Student Publications	3	3			3	3			
CAH	JOU	Director, High School Outreach	3	3			3	3			
CAH	JOU	Adviser, The Agency	1.5	1.5			1.5	1.5			
CAH	JOU	Director, Mid-American Press Institute	1.5	1.5			1.5	1.5			
CAH	MUS	Assistant Chair, 11 months	4	4		6	0	0		0	Assistant Chair duties reassigned to (1) Equipment & Inventory and (2) Auditions/Events Coordinator
CAH	MUS	Graduate Coordinator	3	3			3	3		3	No change for AY, but have recommended a 3 CU assignment for Summer to align with other graduate coordinator assignments
CAH	MUS	Library Coordinator		1				0			Delete
CAH	MUS	Area Coordinator - Piano			2				1		Reduced in alignment with duties associated with assignment
CAH	MUS	Director of Jazz			2				2		Change in description field (was Area Coordinator - Jazz); no change in assignment
CAH	MUS	Area Coordinator - Voice			2				1		Reduced in alignment with duties associated with assignment
CAH	MUS	Area Coordinator - Music Education			2				2		
CAH	MUS	Director of Orchestral Activities			2				2		Change in description (was Area Coordinator - Orchestral); no change in assignment
CAH	MUS	Director of Choral Activities			2				2		Change in description (was Area Coordinator - Choral); no change in assignment
CAH	MUS	Area Coordinator - Theory/History			2				1		Reduced in alignment with duties associated with assignment
CAH	MUS	Area Coordinator - Instrumental			2				1		Reduced in alignment with duties associated with assignment
CAH	MUS	Special Events Coordinator/Event		1				0			Delete
CAH	MUS	Marching Band Festival	1						1		
CAH	MUS	Pep Band		1					1		
CAH	MUS	Student Performance Coordinator			1				2		Change in description field (was Student Recital Coordinator); increased in alignment with duties associated with assignment
CAH	MUS	Equipment & Inventory					3	3			Reassignment from eliminated Assistant Chair position
CAH	MUS	Auditions/Events Coordinator					3	3			Reassignment from eliminated Assistant Chair position
CAH	MUS	Director of Bands (coordinator position)							2		Responsibilities similar to area coordinator

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CAH	MUS	Honors Band Festival							0.5		Recruitment activity
CAH	MUS	Band Invitational (Concert Band Festival)							0.5		Recruitment activity
CAH	MUS	Honor Combo Festival							0.5		Recruitment activity
CAH	MUS	Jazz Festival							1		Recruitment activity; restores long-standing assignment
CAH	MUS	Technology							0.5		Maintain department's Face book & Twitter recruitment activities
CAH	THA	Production Direction	3	3			3	3			Per production; two to three productions per semester; for some semesters CU allocation might not be fully used
CAH	THA	Production Set Design	3	3			3	3			Per production; two to three productions per semester; for some semesters CU allocation might not be fully used
CAH	THA	Production Costume Design	3	3			3	3			Per production; two to three productions per semester; for some semesters CU allocation might not be fully used
CAH	THA	Production Director, Costume Technology for Large Production			1.5				0		Delete; rarely assigned; if department does an extra-large production; Cus would be assigned appropriate to responsibility
CAH	THA	Special Assignments - Lights	3	3			0	0			Change to description; see below (Lighting Design)
CAH	THA	Lighting Design					1.5	1.5			Per production; two to three productions per semester; for some semesters CU allocation might not be fully used

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CEPS		TASC Coordinator					3	3			Shifted CUs from ISEP Director; ISEP no longer exists and coordination needed for the Teacher Assessment Support Center.
CEPS		COST Director					1	1			Formerly part of Dean and Associate Dean assignment; to be re-assigned to a faculty member
CEPS	CSD	Graduate Coordinator	1.5	1.5			0	0			Included as part of chair duties
CEPS	CSD	Graduate Intern Coordinator	1.5	1.5			1.5	1.5			
CEPS	CSD	6900				3				3	Due to accreditation requirements
CEPS	CSD	6920				3				3	Due to accreditation requirements
CEPS	EDL	Admin Roundtable Coordinator	1.5	1.5			1.5	1.5			
CEPS	EDL	Grad Coordinator	1.5	1.5			1.5	1.5			
CEPS	EDL	New Leaders Coordinator	1	1			1	1			
CEPS	ELE	Assistant Chair (includes Grad Coordinator), 10 mo contract	6	6		3	6	6		3	
CEPS	ELE	Grad Cohort - Off Campus	3	3			3	3			Used only when we have cohorts
CEPS	ELE	Undergrad Cohort - Off Campus	3	3			3	3			Used only when we have cohorts
CEPS	HST	Intern Coordinator	1	1			1	1			
CEPS	KSS	KSS ATP Lab (2 faculty)	0	0			0	0			No longer done
CEPS	KSS	Intern Coordinator	0	0			0	0			Included as part of assistant chair assignment
CEPS	KSS	Adult Fitness (Faculty #1)	2	2			2	2			Required to run program
CEPS	KSS	Adult Fitness (Faculty #2)	2	2			2	2			Required to run program
CEPS	KSS	Adult Fitness (Faculty #3)	2	2			2	2			Required to run program
CEPS	KSS	Assistant Chair, 11 mo contract	6	6		6	6	6		6	Chair currently serving both roles*
CEPS	KSS	Clinical Coordinator/Athletic Training	1	1			1	1			Accreditation Requirement
CEPS	KSS	Curriculum Director/Athletic Training	3	3			3	3			Accreditation Requirement
CEPS	KSS	EIU Dancers		1				0			CUs no longer needed
CEPS	KSS	Graduate Coordinator	0	0			0	0			Included as part of assistant chair assignment
CEPS	REC	Intern Coordinator	1	1			1	1			
CEPS	SED	ISEP Director	3	3			0	0			Moved to College level for TASC Center; ISEP no longer exists
CEPS	SPE	Cohort Coordinator	3	3			3	3			
CEPS	SPE	Grad Coordinator	1.5	1.5			1.5	1.5			
CEPS	STG	Center Director	8	8						10	Reflects recent STG staff reductions, this number may be adjusted further on at Dean's discretion based on staffing and student teaching numbers
CEPS	STG	COST Director	1	1							See above

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COS	BIO	Coordinator Whiteside Garden				0					3	Pending EIU authority for property; paid from endowment
COS	CDS	Coordinator Autism Center				0					3	Institutional commitment to Autism Center; paid from endowment
COS		Coordinator GI Science Center				0					3	Institutional commitment to GI Science Center
COS		Coordinator CENCERE										CENCERE director currently in LCBAS
COS	BIO	EVB Studies Committee Coordinator, 10 months				3					3	
COS	BIO	Graduate Coordinator, 10 mo contract			3	1.5			3	3		
COS	BIO	4816 (per instructor)			2.25				0			Follow AoD Guidelines; remove
COS	BIO	4400 - Teaching in the Lab (0.1 CU/student semester hour)										Follow AoD Guidelines; remove
COS	BIO	5900 - Research I Biological Sciences (0.4 CU+C21/student; limited to 2 CU/faculty/semester)										Follow AoD Guidelines; remove
COS	BIO	Coordinator of Graduate Teaching Assistantship Program			3				3			
COS	BIO	Honors Program Coordinator (2 or fewer students is considered part of coordinator duties)			2				2			Honors programs are a priority; 2 or fewer honors these considered part of coordinator assignment; additional CUs for thesis supervision will not be assigned
COS	CHM	Coordinator of General Chemistry			4				4			
COS	CHM	Coordinator of Spectroscopy Lab			4				4			
COS	CHM	Outside Speakers Coordinator			0				0			Considered departmental service
COS	CHM	Graduate Coordinator, 9.5 mo contract			3				3	1.5		In consideration of summer obligations
COS	CHM	NMR Lab Director, 9.5 mo contact			6	1.5			6	1.5		
COS	CHM	1315G, 1415, 1495, 2435 2445			0				0			Follow AoD Guidelines
COS	CHM	1395G, 1495 2445			0				0			For AY2015-16, 0.5 Special CU/section; beginning AY2016-17 follow AoD Guidelines*
COS	CHM	2730			5				0			For AY2015-16, 1 Special CU/section; beginning AY2016-17 follow AoD Guidelines*
COS	CHM	2445			2.25				0			For AY2015-16, 0.5 Special CU/section; beginning AY2016-17 follow AoD Guidelines*
COS	CHM	2845			2.25				0			For AY2015-16, 0.5 Special CU/section; beginning AY2016-17 follow AoD Guidelines*
COS	CHM	3455			4.5				0			For AY2015-16, 1.5 Special CU/section; beginning AY2016-17 follow AoD Guidelines*
COS	CHM	3915			4.5				0			For AY2015-16, 1 Special CU/section; beginning AY2016-17 follow AoD Guidelines*

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COS	CHM	3780			5				0		For AY2015-16, 1.5 Special CU/section; beginning AY2016-17 follow AoD Guidelines*
COS	CHM	4400, 4555, 5890 (0.4 CU/student; limited to 2 CU/faculty/semester)									
COS	CHM	4770			4.5				0		For AY2015-16, 1.5 Special CU/section; beginning AY2016-17 follow AoD Guidelines*
COS	CHM	4915			5.5				0		For AY2015-16, 1.5 Special CU/section; beginning AY2016-17 follow AoD Guidelines*
COS	CDS	Director, Speech-Language-Hearing Clinic, 10 mo contract			12	3			12	3	
COS	CDS	Graduate Coordinator, 10 mo contract			4	3	3	3		3	Based on large applicant pool; cohort; extent of duties
COS	CDS	Honors Program Coordinator (2 or fewer Honors theses considered part of coordinator duties)			2				2		
COS	CDS	4900, 5900 (.75 CUs (.375 CUs in summer) per single client supervision, 1 CU; (.50 CUs in summer) per group client supervision)									
COS	CDS	5910 (.2 CUs per diagnostic supervision)									Not a Special CU; follow AoD guideline 9.4
COS	CDS	5920 (.75 CUs - .25 for testing per student; .5 for treatment per student (.375 CUs in summer) per audiology practicum supervision)									
COS	CDS	5970 Ed Internship; 5980 Medical Internship Coordinators	4	4					0		Follow CU Guidelines for internships
COS	ECN	Honors Program Coordinator (not to create overload)			1				2		2 or fewer honors theses considered part of coordinator assignment; additional CUs for thesis supervision will not be assigned
COS	ECN	Graduate Program Coordinator; 9 mo contract			3				3	1.5	Provided 10 or more grad students; in consideration of summer duties
COS	ECN	Centralized Undergraduate Advising			4				0		Follow CU Guidelines
COS	G/G	Director, Field Camp Activities, 11.25 months			0	6.75			0	0	Field Camp no longer exists; remove
COS	G/G	1300G GEL/ESC Coordinator			2				2		
COS	MAT	Math Education Graduate Coordinator, 10 mo contract			2	3			2	3	Special CUs and 10-month contract provided 10 or more students
COS	MAT	Math Graduate Coordinator			3				3		Provided 10 or more graduate students

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COS	MAT	MAT 1270-1271 Coordinator			2				2		Conditioned on evidence of improvements in student achievement
COS	MAT	Mathematics & Computer Science Internship Coordinator			0						CUs for internships will be assigned using the AoD Guidelines
COS	MAT	Departmental Assistant Chair, 10 mo contract			6				6	3	if 10 month then 3 CU in summer (YES)
COS	MAT	Computer Coordinator (may be split with 2 or more faculty member)			6				6		
COS	MAT	Honors Program Coordinator (not to create overload)			1				1		Provided at least 4 honors students
COS	MAT	1020, 1070	1.5								Follow CU Guidelines
COS	MAT	1270			3						Follow CU Guidelines
COS	MAT	2170, 2670									Follow CU Guidelines
COS	MAT	2800									Follow CU Guidelines
COS	MAT	3271	4								Follow CU Guidelines
COS	MAT	3530	5								Follow CU Guidelines
COS	PHY	Pre-Engineering Studies Coordinator, 9.5 mo contract			6	1.5			6	1.5	
COS	PHY	1352, 1362, 1372, 1392									Follow CU Guidelines
COS	PHY	3150			5				0		Follow CU Guidelines
COS	PHY	4000, 4010									Follow CU Guidelines
COS	PHY	4710 (2 CUs/lab) This should be 4711, 4712, and 4713									Follow CU Guidelines
COS	PHY	2600, 4600, 4555 (.4 CU/student; limited to 2 CU/faculty/semester)									
COS	PHY	Coordinator of Observatory			2				2		
COS	PLS	Graduate Program Coordinator, 9.5 mo contract			3	1			3	1.5	9.5 month contract consistent with some other graduate program coordinators
COS	PLS	Honors Coordinator							2		2 or fewer honors theses considered part of coordinator assignment; additional CUs for thesis supervision will not be assigned
COS	PLS	Model Illinois Government Advisor			1				1		
COS	PLS	Internship Coordinator			3				0		Use AoD Guidelines
COS	PLS	Moot Court/Mock Trial Advisor	2						2		
COS	PSY	School Psychology Program, 10 mo contract			4	1.5			4	3	Reflects additional duties required for this program
COS	PSY	Clinical Psychology Program Coordinator, 9.5 mo contract			4	1.5			3	1.5	Consistent w/ other program coordinators without program accreditation
COS	PSY	Assistant Chair, 10 mo contract			6	3			6	3	

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COS	PSY	Honors Program Coordinator (2 or fewer Honors theses considered part of coordinator duties)	3						2		Consistent w/ other honors coordinators
COS	PSY	Undergraduate Internship Coordinator			2				0		Follow AoD Guidelines for internships
COS	PSY	5890	3				3				In lieu of following AoD Guidelines
COS	PSY	Psychological Services Clinic Student Supervision (may be split among multiple faculty)					3	3			Approved for one year pending analysis of number of students, revenue stream, and student credit hours produced.
COS	SOC	Honors Program Coordinator			1				2		2 or fewer honors theses considered part of coordinator assignment; additional CUs for thesis supervision will not be assigned

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LCBAS		Director of SEED					6	6			Replaces full-time director of former Business Solutions Center
LCBAS	BUS	MIS Assistant Chair, 10 months	3	3		3	3	3		3	
LCBAS	BUS	Finance Assistant Chair, 10 months	3	3		3	3	3		3	
LCBAS	BUS	Management Assistant Chair, 10 months	3	3		3	3	3		3	
LCBAS	BUS	Marketing Assistant Chair, 10 months	3	3		3	3	3		3	
LCBAS	BUS	Director/Accounting Assistant Chair, 10 months	6	6		3	3	3			3 Align with other SoB Assistant Chair Special CUs; if AACSB accreditation requires extraordinary work, dean may assign additional Cus
LCBAS	BUS	Undergraduate Coordinator (not to create overload), 10 months	6	6		3	0	0			0 Position vacant; no longer assigned
LCBAS	BUS	Coordinator Graduate Business Studies, 10 month contract	6	6		3	0	0			0 Included among Associate Chair duties
LCBAS	BUS	Lumpkin Professor, 11 months	3	3		6	3	3			6 Summer assignment specific to coordination of Entrepreneurship Program
LCBAS	BUS	BUS 1950 Coordinator	3	3						3	Align with BUS 1000 coordination; AY display provides assignment latitude
LCBAS	BUS	BUS 1000 Coordinator	2	2						3	Align with BUS 1950 coordination; AY display provides assignment latitude
LCBAS	BUS	Assessment Coordinator								3	Implement School of Business undergraduate assurance of learning plan to fulfill AACSB accreditation standards relating to curriculum management and assurance of learning
LCBAS	BUS	Honors Coordinator								2	Support SoB honors initiative
LCBAS	BUS	Ethics Coordinator								3	Provide coordination of ethics programming including compliances with AACSB standards.
LCBAS	FCS	Assistant Chair, 11 months	6	6		6	6	6		6	
LCBAS	FCS	Graduate Coordinator, 10 months	3	3		3	3	3		3	
LCBAS	FCS	Dietetic Internship Program Coordinator; 10 months	3	3		3	3	3		3	
LCBAS	FCS	Master of Arts in Gerontology (MAG) Coordinator	3	3		3	3	3			3 For AY2015-16 only; may be continued if new online program is established, operational, and a salutary effect on enrollment observed
LCBAS	FCS	Family Services Area Coordinator	1	1			1	1			
LCBAS	FCS	Apparel & Textile, Consumer Studies, Hospitality Management & Merchandising Program Area Coordinator	1	1			1	1			
LCBAS	FCS	Dietetic Program Coordinator	1	1			1	1			
LCBAS	FCS	DPD Coordinator	2	2			2	2			

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LCBAS	FCS	Undergraduate Internship Coordinator	2	2			3	3			3	Internship supervision (during the summer only) for faculty in addition to the coordinator to follow AoD Guidelines for internships (FCS 4275)
LCBAS	FCS	Child Development Lab Director	2.5	2.5		1	2	2			1	1 CU in summer when CD lab is in session; reduce FA & SP by 0.5 CU each
LCBAS	FCS	Child Development Lab Coordinator	1	1		0.5	1	1				Eliminate 0.5 CU SU
LCBAS	FCS	Child Care Resource & Referral Director	3	3		1	3	3			1	Additional 3 CUs paid through grant
LCBAS	FCS	ABC Program Coordinator	1.5	1.5								Paid through School of Continuing Education
LCBAS	FCS	Catering Coordinator, 11 months	0	0		6					0	No longer needed
LCBAS	FCS	Study Abroad Italy Coordinator		0							0	No longer needed
LCBAS	FCS	3853 Practicum in Child Care Development	8.5	8.5								Follow AoD Guidelines based on approved course configuration presently (1-4-3) (4 CUs)
LCBAS	FCS	4851 Infant Development	4.5	4.5								Additional CUs eliminated; follow AoD Guidelines for course w/ lab
LCBAS	FCS	Quantity Foods Kitchen Coordinator					0.5	0.5				
LCBAS	FCS	Foods Lab Coordinator					0.5	0.5				
LCBAS	FCS	Textiles Lab Coordinator					0.5	0.5				
LCBAS	FCS	Executive Director - LIFE Center					0	0				Included among Chair duties
LCBAS	TEC	Assistant Chair, 11 months	6	6		6	6	6			6	
LCBAS	TEC	Graduate Coordinator, 10 months	3	3		3	3	3			3	
LCBAS	TEC	Applied Engineering & Technology (AET) Program	3	3			3	3				
LCBAS	TEC	Career and Technical Education (CTE) Program Coordinator	3	3						2		Due to enrollment decline
LCBAS	TEC	Organizational & Professional Development Program Coordinator (OPD), 10 months	3	3		3	3	3			3	
LCBAS	TEC	Organizational & Professional Development (OPD) Screening/Intake Interviewing	2	2			2	2				
	TEC	OPD Off-Campus Advising					1	1				As recommended by School and Dean
LCBAS	TEC	Automation and Control Lab Coordinator	1	1			1	1				
LCBAS	TEC	Computer Integrated Manufacturing (CIM) Lab Coordinator	1	1			1	1				
LCBAS	TEC	Construction Lab Coordinator	1	1			1	1				
LCBAS	TEC	Digital Printing Lab Coordinator	1	1			1	1				
LCBAS	TEC	Engineering Graphics Lab Coordinator	0.5	0.5			0.5	0.5				
LCBAS	TEC	Materials Testing Lab Coordinator	1	1			1	1				
LCBAS	TEC	Polymers Lab Coordinator	0.5	0.5			0.5	0.5				
LCBAS	TEC	Production Lab Coordinator	1	1			1	1				
LCBAS	TEC	Telecommunication Lab Coordinator	1	1			1	1				
LCBAS	TEC	Scanning Electron Microscope (SEM) Lab Coordinator	0.5	0.5			0.5	0.5				
LCBAS	TEC	Undergraduate Internship Coordinator	1.5	1.5			1	1				Reduced to 1 CU

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LCBAS	TEC	Computer Numerical Control (CNC) Lab Coordinator	0	0			0	0			Part of CIM Lab Coordinator assignment; additional CUs
LCBAS	TEC	Director of CENCERE					3	3			New Initiative
											* Provides time for thoughtful course reconfiguring and/or achieving writing centered designation through established academic shared governance processes