

 CSN Policy	Counselor Lead Policy Faculty Policy, Version 1
Number: FAC #1	Effective Date: 04/01/2021
<p>MOST RECENT CHANGES</p> <p>Version #1: 1. New policy</p>	

I. POLICY PURPOSE

The purpose of this policy is to define the Counselor Lead role and specify the role’s compensation. For the purpose of CSN Counselors, this role is equivalent to a site coordinator.

II. POLICY STATEMENT

- A. A Counselor Lead is a current CSN academic counselor who takes on additional personnel and administrative duties in addition to those of a full-time, full-year (“A” contract) academic counselor.
- B. Specific duties are defined in the Counselor Lead job duties document created by the Department Chair of Counseling and Retention Services in collaboration with Human Resources. The job duties document will be maintained in Human Resources and reviewed by the Subject Matter Experts and the Department Chair of Counseling every two years to ensure accuracy.
- C. Counselor Leads will receive a list of job duties prior to assuming the Counselor Lead role.
- D. Counselor Leads may be responsible for serving a specific campus, unit, or project.
- E. Any tenured or tenure-track academic counselor is eligible to apply for a Counselor Lead role.
- F. A Counselor Lead will be on an “A” contract while serving as a Counselor Lead.
- G. Counselors serving in the Counselor Lead role shall be compensated with a stipend equivalent to at least 1 IU per semester in addition to regular salary. The amount of the stipend will be determined on an annual basis in collaboration between the Counselor Lead and the Department Chair of Counseling and Retention Services. The Vice President/Provost, Vice President of Finance, and President will review and approve the stipend per semester.
- H. Counselor Leads will receive a list of job duties created by Subject Matter Experts and the Department Chair of Counseling and Retention Services in collaboration with Human Resources.

III. PROCEDURE

- A. The Counselor Lead shall be chosen by the Department Chair of Counseling and Retention Services and with input from all the Counselors and key stakeholders serve according to CSN Counseling departmental procedures. The department procedures are created by Subject Matter Experts and the Department Chair of Counseling in collaboration with Human Resources.

IV. AUTHORITY AND CROSS REFERENCE LINKS

CSN-NFA Collective Bargaining Agreement

V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer, Faculty Senate Chair, and the CSN-NFA President of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Recommended by:

/s/ Maria Schellhase

Signature

3/26/2021

Date

Faculty Senate Chair
Recommending Authority Title

Recommended by:

/s/ James R. McCoy

Signature

3/30/2021

Date

Interim Vice President, Academic Affairs
Recommending Authority Title

Reviewed for Legal Sufficiency:

/s/ James Martines

General Counsel

3/30/2021

Date

Approved by:

/s/ Federico Zaragoza

CSN President

3/30/2021

Date

VII. ATTACHMENTS

APPENDIX A: HISTORY

- **Version #1:** New Policy
 - 3/30/2021: Approved by CSN President Federico Zaragoza
 - 3/30/2021: Reviewed by General Counsel (J. Martines)
 - 3/12/2021: Recommended by Senate Chair (M. Schellhase)
 - 2/4/2021: New Policy Submitted by the Counseling Department (V. Conner)