

ACADEMIC COUNSELORS

Section 1. Status

The title of Academic Counselor shall be maintained. Academic Counselors are tenure-eligible academic faculty.

There shall be no negative change to any current or future Academic Counselors tenure or compensation based on the restructuring of Counseling.

Section 2. Ratio

CSN Administration shall maintain a ratio of no less than one (1) Academic Counselor FTE per one thousand (1000) student FTE.

Section 3. Training

All training for Academic Counselors associated with changing job duties shall be on work time and at no cost to Academic Counselors.

Section 4. Safety

Academic Counselors shall be provided with a safe and secure environment in which to perform counseling services, including access to a panic button. All facilities shall meet legal standards and requirements.

Section 5. Teaching

Each one (1) IU taught by an Academic Counselor in a semester, shall count as two (2) hours of weekly work time for that semester.

Section 6. Schools

Academic Counselors shall remain assigned to the Academic Schools.

Section 7. Support

CSN Administration shall provide Academic Counselors with administrative support in the form of at least one administrative assistant per campus.

Section 8. Student contacts

The expected time for an Academic Counselor / student contact appointment is one hour.

There shall be a single recording mechanism for all CSN student contacts. This mechanism shall be developed by CSN in consultation with Academic Counselors and should be automated to the greatest degree possible. The recording mechanism shall accurately calculate the following: phone calls, emails, walk-ins, and other forms of student contacts.