

Approved Special CU Assignments

College	Dept	Special CU Description	Current				Revised				Rationale
			FA	SP	AY	SU	FA	SP	AY	SU	
CAH	ART	Scholarship Coordinator	3	3			3	3			
CAH	ART	Graduate Coordinator	3	3			3	3			
CAH	ART	Slide Library Coordinator	3	3			1.5	1.5			Align with amount of work required
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	One summer month is summer teaching
CAH	ENG	Graduate Coordinator, 9.5 months	4	4		1.5	4	4		1.5	
CAH	ENG	ENG Education Director, 9.5 months	4	4		1.5	4	4		1.5	
CAH	ENG	Undergrad Studies Coordinator, 9.5 months	4	4		1.5	4	4		1.5	Corrected 08-24-09
CAH	ENG	Centralized Advisement	4	4			4	4			
CAH	ENG	Journal Reviews (Wolf, Chaucer)	3	3			3	3			
CAH	ENG	Editor, Karamu	2	2			2	2			
CAH	ENG	Coordinator of English Technology-Integrated Classrooms	4	4			4	4			
CAH	FLG	Director of Language Lab	4	4			4	4			
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			1.5	1.5			
CAH	HIS	Centralized Advisement, 10 months	6	6		3	6	6		3	
CAH	JOU	Coordinator, Student Publications, 12 months	6	6		6	6	6		6	One summer month is summer teaching
CAH	JOU	Editorial Adviser, Daily Eastern News, 11 months	6	6		3	6	6		3	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			
CAH	JOU	Editorial Adviser, Minority Today	1.5	1.5			1.5	1.5			
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	JOU	News Advisor, WEIU, 10 months	0	0		0	3	3		3	New assignment; part of AoD for new tenure-track hire
CAH	MUS	Assistant Chair	4	4		6	4	4		6	
CAH	MUS	Graduate Coordinator	3	3			3	3			
CAH	MUS	Library Coordinator		1				1			
CAH	MUS	Area Coordinator - Piano			2				2		Assigned fall or spring
CAH	MUS	Area Coordinator - Jazz			2				2		Assigned fall or spring
CAH	MUS	Area Coordinator - Piano			2				2		Assigned fall or spring

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CAH	MUS	Area Coordinator - Music Education			2				2		Assigned fall or spring
CAH	MUS	Area Coordinator - Orchestral			2				2		Assigned fall or spring
CAH	MUS	Area Coordinator - Choral			2				2		Assigned fall or spring
CAH	MUS	Area Coordinator - Theory/History			2				2		Assigned fall or spring
CAH	MUS	Area Coordinator - Instrumental			2				2		Assigned fall or spring
CAH	MUS	Special Events Coordinator/Event		1				1			
CAH	MUS	Marching Band Festival	1				1				
CAH	MUS	Pep Band		1				1			
CAH	MUS	Student Recital Coordinator (1-2 CUs)			1				1		Assigned fall or spring
CAH	THA	Production Direction	3	3			3	3			Two productions per semester
CAH	THA	Production Set Design	3	3			3	3			Two productions per semester
CAH	THA	Production Costume Design	3	3			3	3			Two productions per semester
CAH	THA	Production Director, Costume Technology for Large Production			1.5				1.5		Rarely, if ever, used; could be more than one large production/year; 1.5 CUs/large production
CAH	THA	Special Assignments - Lights	3	3			3	3			

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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	6	6		3	
LCBAS	BUS	Undergraduate Coordinator (not to create overload), 10 months	6	6		3	6	6		3	
LCBAS	BUS	Coordinator Graduate Business Studies, 10 month contract	6	6		3	6	6		3	
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	3			
LCBAS	BUS	BUS 1000 Coordinator	0	0			2	2			Provide coordination of multiple sections of freshman-level course
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	1.5	1.5			3	3		3	Add. 1.5 CUs per semester to bring to 3 CUs per semester
LCBAS	FCS	Master of Arts in Gerontology (MAG) Coordinator	2	2			3	3		3	
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	1.5	1.5			2	2			To account for additional duties related to program accreditation
LCBAS	FCS	Undergraduate Internship Coordinator	2	2			2	2			
LCBAS	FCS	Child Development Lab Director	2.5	2.5		1	2.5	2.5		1	
LCBAS	FCS	Child Development Lab Coordinator	1	1		0.5	1	1		0.5	
LCBAS	FCS	Child Care Resource & Referral Director	3	3		1	3	3		1	
LCBAS	FCS	ABC Program Coordinator	1.5	1.5			1.5	1.5			
LCBAS	FCS	Catering Coordinator, 11 months	0	0		6	0	0		6	
LCBAS	FCS	Study Abroad Italy Coordinator		1.5				0			No longer needed
LCBAS	FCS	3853 Practicum in Child Care Development	8.5	8.5			8.5	8.5			
LCBAS	FCS	4851 Infant Development	4.5	4.5			4.5	4.5			
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	Industrial Technology (INT) Program	3	3			3	3			
LCBAS	TEC	Career and Technical Education (CTE) Program Coordinator	3	3			3	3			

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LCBAS	TEC	Career and Organizational Studies Program Coordinator (COS/OPD), 10 months	2	2		3	3	3		3	To align with other program coordinators
LCBAS	TEC	Career and Organizational Studies (COS) Screening (2 faculty 1 CU per semester per assignment)	2	2			2	2			1 CU per assignment
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	0.5	0.5			1	1			To align with similar labs
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	0.5	0.5			1	1			To align with similar labs
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			1.5	1.5			
LCBAS	TEC	Computer Numerical Control (CNC) Lab	0.5	0.5			0	0			Part of CIM Lab Coordinator assignment;

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CEPS		Journal Editor	3	3			0	0			Absorbed by Dean's Office
CEPS		Newsletter Editor	3	3			0	0			Absorbed by Dean's Office
CEPS		Teacher Graduate Assessment	6	6			0	0			Hired Dr. Steve Lucas T-T; 3 mos. summer
CEPS		EDL Cohort Coordinator	3	3			0	0			Absorbed in by department chair
CEPS	CSD	Graduate Coordinator	1.5	1.5			1.5	1.5			
CEPS	CSD	Graduate Intern Coordinator	1.5	1.5			1.5	1.5			
CEPS	CSD	6900							3		Due to accreditation
CEPS	CSD	6920							3		Due to accreditation
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 months	6	6		3	6	6		3	
CEPS	ELE	Grad Cohort - Off Campus	3	3			3	3			
CEPS	ELE	Undergrad Cohort - Off Campus	3	3			3	3			
CEPS	HST	Intern Coordinator	1	1			1	1			
CEPS	KSS	KSS ATP Lab (2 faculty)	2	2			0	0			No longer done
CEPS	KSS	Intern Coordinator	1	1			0	0			Included as part of assistant chair assignment
CEPS	KSS	Adult Fitness (Faculty #1 )	2	2			2	2			
CEPS	KSS	Adult Fitness (Faculty #2 )	2	2			2	2			
CEPS	KSS	Adult Fitness (Faculty #3 )	2	2			2	2			
CEPS	KSS	Assistant Chair, 11 months	6	6		6	6	6		6	
CEPS	KSS	Clinical Coordinator/Athletic Training	1	1			1	1			
CEPS	KSS	Curriculum Director/Athletic Training	3	3			3	3			
CEPS	KSS	EIU Dancers		1				1			
CEPS	KSS	Graduate Coordinator	3	3			0	0			Included as part of assistant chair assignment
CEPS	REC	Intern Coordinator	1	1			1	1			
CEPS	SED	ISEP Director	3	3			3	3			
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			8	8			
CEPS	STG	COST Director	1	1			1	1			

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COS	BIO	EVB Studies Committee Coordinator, 10 months				3				3	
COS	BIO	Graduate Coordinator, 9.5 months			3	1.5			3	1.5	
COS	BIO	4816 (per instructor)			2.25				2.25		
COS	BIO	4400 - Teaching in the Lab (0.1 CU/student semester hour)									
COS	BIO	5900 - Research I Biological Sciences (0.4 cu/student; limited to 2 CU/faculty/semester)									
COS	BIO	Coordinator of Graduate Teaching Assistantship Program							3		GTAP Coordinator has primary responsibility for the coordination, supervision, and administration of programs and activities in the Graduate Teaching Assistantship Program
COS	BIO	Honors Program Coordinator (2 or fewer students is considered part of coordinator duties)							2		Honors programs are a Dean's Priority; 2 or fewer honors theses considered part of coordinator assignment; additional CUs for thesis supervision will not be assigned

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COS	CHM	Coordinator of General Chemistry			4				4		
COS	CHM	Coop Program Coordinator			1				0		Use AoD Guidelines for internship assignments
COS	CHM	Coordinator of Spectroscopy Lab			4				4		
COS	CHM	Outside Speakers Coordinator			2				0		Similar activities in other COS departments are considered service with no special CUs assigned
COS	CHM	Graduate Coordinator			3				3		
COS	CHM	NMR Lab Director, 9.5 months			6	1.5			6	1.5	
COS	CHM	1315, 1415, 1495, 2435, 2445			2				0		Not designated as writing-intensive courses; covered by the revised CU Guidelines effective Fall 2008
COS	CHM	1395, 1495, 2445			2.25				0		Writing intensive courses that are similar to CHM 2845; delete
COS	CHM	2730			5				5		
COS	CHM	2845			2.25				2.25		
COS	CHM	3455, 3915			4.5				4.5		
COS	CHM	3780			5				5		
COS	CHM	4400, 4555, 5890 (0.4 CU/student; limited to 2 CU/faculty/semester)									
COS	CHM	4770, 4915			5.5				5.5		CHM 4770 revised/corrected to 4.5 CUs; department request; CAA action to reduce sem. hrs. from 3 to 2; fall 2009
COS	CHM	Supervision of GAs in Labs (.2 CU per lab semester hour)									
COS	CDS	Director Speech-Language-Hearing Clinic, 10 months			12	3			12	3	
COS	CDS	Graduate Coordinator, 10 months			4	3			4	3	
COS	CDS	Educational Internship Coordinator				0.5				0	Align CU assignment for CDS 5970 with CDS 5980, Medical Internship Coordinator
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)									
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, 4980	4	4			4	4			

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COS	ECN	Internship/Financial Trip Coordinator			2				0		CUs for internships will be assigned using the AoD Guidelines; Financial Trip Coordination is similar to work done in other departments to organize field trips which vary in length from an afternoon to a week. In other departments, those activities are done as service or as part of a course assignment
COS	ECN	Centralized Undergraduate Advising			4				4		
COS	ECN	Graduate Program Coordinator			3				3		
COS	ECN	Honors Program Coordinator (not to create overload)			1				1		
COS	G/G	Director, Field Camp Activities, 11.25 months			4	6.75			0	6.75	While preparation for the field camp occurs during the academic year, that is not unlike the preparation that all instructors complete prior to teaching a class; similar work is done in other departments either as a part of the course assignment or as service
COS	G/G	1300G Gel/Esc Coordinator			2				2		
COS	MAT	Math Education Graduate Coordinator, 10 months			2	3			2	3	
COS	MAT	Math Graduate Coordinator			3				3		
COS	MAT	MAT 1270-1271 Coordinator			2				2		
COS	MAT	Mathematics & Computer Science Internship Coordinator			2				0		CUs for internships will be assigned using the AoD Guidelines
COS	MAT	Departmental Assistant Chair, 10 months			6				6		
COS	MAT	Site Chair, ICTM high School Regional Contest			2				0		In other departments activities such as this are done as department service
COS	MAT	Computer Coordinator (may be divided among 2 faculty members)			6				6		
COS	MAT	Honors Program Coordinator (not to create overload)			1				1		
COS	MAT	1020, 1070	1.5				1.5				
COS	MAT	1270			3				3		
COS	MAT	3271	4				4				
COS	MAT	3530	5				5				
COS	PHY	Pre-Engineering Studies Coordinator, 9.5 months			6	1.5			6	1.5	
COS	PHY	1352, 1362, 1372, 1392 (2 CUs/lab)									
COS	PHY	3150			5				5		
COS	PHY	4000, 4010 (1 CU for faculty teaching both)									
COS	PHY	4710 (2 CUs/lab)									



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COS	PHY	2600, 4600, 4555 (.4 CU/student; limited to 2 CU/faculty/semester)									
COS	PHY	Coordinator of Observatory							2		Maintain telescope, computer, and peripheral electronics; upgrade equipment and software as needed and approved by department chair; maintain cleanliness/orderliness of observatory interior; hold at least one public observatory open house per month; train others in the use of observatory equipment and software
COS	PLS	Graduate Program Coordinator, 9.33 months			3	1			3	1	
COS	PLS	Model Illinois Government Advisor			1				1		
COS	PLS	Internship Coordinator			3				3		
COS	PLS	Moot Court/Mock Trial Advisor	2				2				Description revised per note from R. Wandling May 13, 2009.
COS	PSY	School Psychology Program, 9.5 months			4	1.5			4	1.5	
COS	PSY	Clinical Psychology Program Coordinator, 9.5 months			4	1.5			4	1.5	
COS	PSY	Departmental Assistant Chair, 10 months							6	3	Assistant chair in Psychology not used for several years; reinstatement requested and approved; CU allotment is the same as for Mathematics and Computer Science, a department of similar size and complexity
COS	PSY	Honors Program Coordinator (2 or fewer Honors theses considered part of coordinator duties)	3				3				
COS	PSY	Undergraduate Internship Coordinator							2		Maintain and evaluate existing internship sites; identify and assess the potential value of new internship sites; serve as the contact person for the internship program; assigned when the number of internships is 15 or more during the academic year
COS	PSY	5890	3				3				
COS	SOC	Honors Program Coordinator (2 or fewer Honors theses considered part of coordinator duties)			1				1		