



**FACULTY
RELATIONS**

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Memo

To: Brenda Spotton Visano, YUFA Co-Chair, JCOAA

From: Barry Miller, Employer Co-Chair, JCOAA

Copy: Martin Singer, Dean, Faculty of Liberal Arts and Professional Studies
Patricia Wood, Associate Dean, Faculty of Liberal Arts and Professional Studies
Rhonda Lenton, Vice President Academic and Provost

Date: June 4, 2014

Subject: College Academic Advisors – Notice of Change

On behalf of the Vice President Academic and Provost, I am providing written notice of planned changes regarding position of Academic Advisor in the four Colleges affiliated with the Faculty of Liberal Arts and Professional Studies: Founders, McLaughlin, Vanier and New Colleges. The principal change is the replacement of the current title of the position with the new title of “College Life Coordinator.”

According to Associate Dean Patricia Wood, writing on behalf of the Dean, the changes are in response to two major on-going initiatives: first a reorganization of academic advising rooted more directly in the teaching units; and second, a reorganization of orientation and continuing support for students, particularly in the First Year, with a leading role for the Colleges.

The duties of College Life Coordinators are set out below.

College Life Coordinator Responsibilities:

- to develop, in consultation with the College Master, year-round programming for student engagement and integration into University life, with particular attention to the First-year Experience;
- to perform active outreach to, and coordination with, the academic units affiliated with the College, to ensure that College programming reflects both the College mission and the mission of the academic units and their disciplines;
- to develop and coordinate the College orientation program in collaboration with the YU START team;
- to supervise the College peer mentoring program and other related student engagement and leadership development programs;

- to be actively involved in, and contribute to, the intellectual and social life of the College community;
- to work with the College Master and staff, as part of the Master's Office team;
- to participate in committee work and to assist and advise the Master on student engagement and overall experience.