



## Procedures for a Change in Program Director

**Institutional administrators are responsible to notify the CAATE within 30 days of anticipated departure or actual departure of the Athletic Training Program Director. Failure to do so will result in the program being placed on Administrative Probation. All documentation should be submitted as a Substantive Change within eAccreditation. The CAATE Office will update the Program Director information in eAccreditation after review and acceptance of the appropriate materials.**

- **If an individual hired by an institution as the AT Program Director is a new faculty member at the institution, the institution must complete Steps 1 and 2 as listed below.**
- **If the existing Program Director takes a leave of absence (e.g. sabbatical, medical leave, military leave), an Interim Program Director must be named, and the institution must complete Steps 1 and 2, and 3 if the Interim Program Director is a current faculty member. Upon the return of the Program Director from a leave of absence, the institution must notify the CAATE and complete Step 3.**
- **If an existing faculty member is appointed permanently as the Program Director, and/or an existing faculty member is used or a new person is hired to fill the vacant position left by the person who becomes the Program Director, then the institution must complete Steps 1, and 2, as listed below.**

### ***Step 1: Documentation Requirement from Institution***

1. Institution administrator submits a formal letter to CAATE, on institutional letterhead informing the CAATE about the change in program leadership. This letter should include:
  - The effective date that the new person will assume the Program Director position
  - The full name and credentials of the person being named as Program Director
  - Verification, signed and dated by the Dean, that the new Program Director is a full-time faculty member who has all the rights, privileges and responsibilities of a full-time faculty member as described in the CAATE Standards
  - Complete contact information for the new Program Director (i.e. office address, phone/fax/email)
  - Verification of the number of credit hours per year required for all full-time faculty members at the institution
  - A narrative identifying the 2nd FTE and explanation of how that individual meets the core faculty definition
    - **Standard 30** - Athletic Training Faculty Number: In addition to the Program Director, there must be a minimum one full-time (1.0 FTE)

faculty member as defined in the glossary, dedicated (100% of 1 FTE) to the athletic training program. (revised March 1, 2013, all programs must be in compliance by July 1, 2015)

- **Core faculty** – Administrative or teaching faculty devoted to the program that has full faculty status, rights, responsibilities, privileges, and full college voting rights as defined by the institution. This person is appointed to teach athletic training courses, advise and mentor students in the AT program. At minimum, this must include the Program Director and one (1) additional faculty member. Core full-time faculty report to and are evaluated and assigned responsibilities exclusively by the administrator (Chair or Dean) of the academic unit in which the program is housed.

### ***Step 2: Documentation of Requirements for new Program Director***

The institution must:

1. Submit letter of acceptance from the new Program Director with start date.
2. Submit a current curriculum vitae (full vitae required) for the new Program Director.
3. Submit copy of new Program Director's BOC card (or online verification) of current certification.
4. Submit copy of new Program Director's state practice credential (or online verification)
5. Submit the workload distribution for the Program Director by completing the Program Director Workload Table for AY [applicable academic year].
  - a. Please ensure accuracy in documenting the workload and the computation of percentages by following the directions on the table.
6. Submit a completed Faculty and Instructional Staff Table for the AT Program faculty workload for the AY [applicable academic year].

### ***Step 3: Documentation Requirement When Program Director Resumes Duties Following Leave of Absence***

1. The returning Program Director must submit a letter to the CAATE indicating the effective date that he/she resumes the Program Director position and include all current contact information (i.e. address, phone/fax, and email).
2. Submit a completed Faculty and Instructional Staff Table for the AT Program faculty workload for the AY [applicable academic year].