



## 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**

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 41: Program faculty numbers are sufficient to meet the needs of the athletic training program and must include a minimum of three core faculty.**

*Annotation Program faculty may include core faculty, associated faculty, and adjunct faculty. The needs of the program include advising and mentoring students, meeting program outcomes, scholarship, program administration, recruiting and admissions, and offering courses on a regular and planned basis.*

*Programs are required to have sufficient numbers of faculty to meet the needs of the athletic training program by the date of the implementation of these standards. Compliance with the requirement that the program has a minimum of three core faculty is required after July 1, 2023. Until July 1, 2023 programs will be required to maintain compliance with the 2012 Standard (Standard 30) requiring a minimum of two core faculty.*

**Core faculty:** Faculty with full faculty status, rights, responsibilities, privileges, and college voting rights as defined by the institution and who have primary responsibility to the program. These faculty members are appointed to teach athletic training courses, advise, and mentor students in the athletic training program. Core, full-time faculty report to, are evaluated by, and are assigned responsibilities by the administrator (chair or dean), in consultation with the program director, of the academic unit in which the program is housed. A core faculty member must be an athletic trainer or physician.

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

The institution must:

- Submit letter of acceptance from the new Program Director with start date.
- Submit a current curriculum vitae (full vitae required) for the new Program Director.
- Submit verification of current BOC certification
- Submit verification of the program director's state athletic training license (as applicable)
- Submit verification NPI number with appropriate healthcare field designation
- Workload Table
- Contemporary Expertise Table
- Evidence of employment as a program director at the time of implementation of the 2020 Standards (needed only if the program director does not have an earned doctorate)

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

- 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).