

CERTIFICATION OF QUALIFICATIONS FOR AN ACADEMIC PROGRAM DIRECTOR APPOINTMENT

See [instructions](#) and complete sections as directed.

1. PROGRAM INFORMATION

Name of the Program: _____

Program's Course Level(s): _____

School(s) of the Program: _____

Teaching Discipline(s) in the Program: _____

(4-letter prefix(es) for all CofC courses within this program. Ex: *History*="HIST" OR *Chinese Studies*="CHNS, LTCH, & CHST")

2. APPOINTEE INFORMATION

Name of Appointee: _____ Term Effective: _____

Home Department/Program: _____ CWID (if known): _____

Appointee's Teaching Discipline(s): _____

(4-letter prefix(es) for the CofC disciplines, relevant to this appointment, the appointee is credentialed to teach. Ex: "COMM & APCP")

3. QUALIFICATIONS FOR APPOINTMENT AS AN ACADEMIC PROGRAM DIRECTOR

Prior to completing this section, please confirm that the appointee has **approved Faculty Credentials** packet [on file](#) for **all** teaching disciplines in the program - **OR** - if the appointee is new to the College or new to any of the disciplines or course levels listed on #1, please first submit a [credentials](#) packet. If the appointee does not hold a terminal degree in all of the disciplines in the program, one the following conditions must be met:

- **Alternative Qualifications:** In rare cases, the director may not hold a terminal degree, and qualifications other than academic credentials are appropriate for this appointment. A narrative and any necessary additional documentation must be attached.
- **Lead Faculty Designated:** In some interdisciplinary programs or a department housing two or more degree programs that are not strongly related, a program director might not be credentialed in each teaching discipline. In these cases, additional faculty, with approved credentials in the discipline, who play a lead role in the advising of students and the development and review of curriculum should be identified below.

Does the appointee hold a terminal degree in all of the teaching disciplines within this program (listed in #1)? See details above.

- YES**, the appointee is credentialed with a **TERMINAL DEGREE** to teach the discipline(s) listed in #1. Please attach a copy of the approved credentials packet.
- ALTERNATIVE QUALIFICATIONS** are required. The appointee is credentialed to teach the disciplines in #1, but does not hold a terminal degree. Please attach the [Statement of Alternative Qualifications](#) for this appointment as *director* and a copy of the previously approved credentials packet for this discipline.
- LEAD FACULTY** are designated. The appointee is not credentialed with a terminal degree designation for each discipline in #1 and will direct the program in collaboration with additional faculty who are already credentialed for the discipline and course levels offered by the program. Please designate lead faculty below and attach a copy of the approved faculty credentials packets for the appointee and the lead faculty.

LEAD FACULTY DESIGNATIONS (only if required)

Name of Lead Faculty <small>(appoint at least one per discipline in the program as directed) Ex: Terra Burke</small>	Teaching Discipline(s) <small>(enter relevant discipline(s) the faculty member is credentialed to teach) Ex: DANC</small>

CERTIFICATION

Chair/Director (if applicable): _____ Date: _____

Dean(s): _____ Date: _____

Graduate School Dean/Associate Dean (only for graduate programs): _____ Date: _____

Provost/Associate Provost: _____ Date: _____