

Qualifications of Academic Program Coordinators Policy

Jacksonville University, to ensure the appointment of qualified faculty members to serve as coordinators of academic programs, subscribes to the principles established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), as presented in [Standard 62.c](#) of the Principles of Accreditation.

For the director of each academic degree program, the SACSCOC Principles of Accreditation require that the institution assign responsibility for program coordination, as well as for

Depending on supervisory reporting lines, the department chair or dean is responsible for initiating the credentialing process for each new academic program director. The initiator should submit the following:

- Academic Program Director Certification of Credentials form,
- a current curriculum vitae, and
- an official transcript (for any pertinent degree for which an official transcript is not already on file).