



Office of
Analytics & Planning
JACKSONVILLE UNIVERSITY

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 6.2.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 curriculum development and review, to persons academically qualified in the field. At Jacksonville University, these responsibilities are held by a program coordinator who should meet the credentials guidelines.

In the case of an interdisciplinary program, a program director might not be academically qualified in each teaching discipline. In that case, additional faculty who play a lead role in the advising of students and the development and review of curriculum should be identified on the program director credentials form. Directors of academic minors and certificate programs should meet the same criteria for academic program direction.

Faculty responsible for directing baccalaureate programs should hold a doctoral or other terminal degree in the program discipline or a closely-related discipline, a master's degree in the program discipline, or a master's degree or higher with a concentration in the program discipline, including a minimum of eighteen (18) graduate semester hours in the program discipline.

Faculty responsible for directing graduate and post-baccalaureate programs should hold a doctoral or other terminal degree in the program discipline or a closely-related discipline (or, for interdisciplinary programs, at least one of the relevant disciplines).

In disciplines where a non-doctoral degree is widely considered the terminal degree, the chair or program director and the dean are responsible for articulating the basis for designating other related degrees as terminal degrees. These agreements are codified in memoranda that require approval of the pertinent dean(s) and the Provost. Any disagreement regarding terminal degree status shall be resolved by the Provost. The decision of the Provost in such matters is final.

In some cases, particularly for credentialing in interdisciplinary programs, academic "specialization" in a second discipline is an important component of credentialing. An instructor is understood to have a "specialization" in a discipline if they have a combination of one or more of the following in that discipline (containing at least eighteen graduate credit hours or the equivalent): an additional graduate degree; an earned graduate-level concentration, displayed on the transcript; at least eighteen earned graduate credit hours; a doctoral dissertation; or a documented scholarly record.

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).