**Change in Program Faculty**

(Standard E1.04)

Effective November 2024

Accredited PA programs are required to report changes in their programs to the ARC-PA as detailed in Section E of the accreditation *Standards*, 5th edition. This form is to be used to inform the ARC-PA of

 personnel changes per Standard E1.04. This includes the **resignation, termination, or appointment of the program director, medical director or principal faculty**.

A **Program director (or interim)** vacancy requires ARC-PA notification **within two days of the effective change.**

**Medical director (or interim) and principal faculty positions** require ARC-PA notification **within 30 days** of the date of the effective change (standard E1.04).

Program Director, Medical Director, and Principal Faculty positions remaining open require the program to provide quarterly updates on its progress filling the positions.

This form is to be used by programs reporting **changes in program faculty**. It is not required to submit this form for **administrative staff changes**. However, the ARC-PA asks that you keep the Personnel Tab in the portal updated with any administrative positions if their salaries come from the program’s budget. Please submit this completed form **and** any required attachments as described below.

**For instructions to complete the form, hover over each field title below.**

**Program Name:** Enter Program Name

**Program Director:** Enter Name

**Name and title of person completing this form:** Enter Name and Title

**Date of form completion**: Click here to enter date

**Date form submitted to ARC-PA:** Click here to enter date

**Indicate** any changes as directed below.

## **CHANGE IN PROGRAM DIRECTOR**

This notice of change in program director ***MUST* BE ACCOMPANIED BY** a letter from a more senior institutional official on the sponsoring institution’s letterhead regarding this change.

**Note** that the appointment of an Interim Program Director is addressed in standardsE1.06 and E1.07. Standards relating to the qualifications for the program director are A2.06-A2.10.

Name of person leaving position: Enter Name

Date effective: Click here to enter date

**Check all that apply:**

[ ]  **Resignation/termination** of current program director

[ ]  **Retirement** of current program director

[ ]  The person leaving the PD position is remaining with the program in a different position. Position he/she will be taking: Enter position

If the position he/she will be taking is currently occupied by another individual in the program, please explain here, and complete additional section of this form below as needed.

Enter text here

[ ]  The person leaving the PD position will no longer be employed by the program.

[ ]  Appointment of **Interim** Program Director, date effective: Click here to enter date

Name: Enter Name

**Note** that the appointment of an Interim Program Director is addressed in standardsE1.06 and E1.07. Standards relating to the qualifications for the program director are A2.06-A2.10.

**Provide narrative** details regarding the process and timeline for the program/institution to secure a permanent program director:

Enter text here

[ ]  Appointment of **New** Program Director, date effective: Click here to enter date

Name: Enter Name

CVs ***must*** be attached for any new appointees. The program *must* use the CV template available on the ARC-PA website, Change Forms/Standards Required Reports page.

This notice of change in the program director ***MUST* BE ACCOMPANIED BY** a letter from a more senior institutional official on the sponsoring institution’s letterhead regarding this change.

## **CHANGE IN MEDICAL DIRECTOR**

Name of person leaving position: Enter Name

Date effective: Click here to enter date

**Check all that apply:**

[ ]  **Resignation/termination** of current *Medical Director*

[ ]  **Retirement** of current *Medical Director*

[ ]  The person leaving the MD position is remaining with the program in a different position.

Position he/she will be taking: Enter text here

If the position he/she will be taking is currently occupied by another individual in the program, please do the following:

* Provide program explanation here
* Complete additional section of this form below, as needed.

Enter text here

[ ]  The person leaving the MD position will no longer be employed by the program

[ ]  Appointment of **Interim** Medical Director, date effective: Click here to enter date

Name of Interim: Enter Name

**Provide narrative** details regarding the process and timeline for the program/institution to secure a permanent medical director:

Enter text here

[ ]  Appointment of **New** Medical Director, date effective: Click here to enter date

Name: Enter Name

A Curriculum Vitae ***must*** be attached for any new appointees. The program *must* use the CV form available on the ARC-PA website, Change Forms/Standards Required Reports page.

## **CHANGES IN PRINCIPAL FACULTY**

**Check all that apply:**

[ ]  resignation/termination/retirement of Enter Name and Role in Program

Date effective: Click here to enter date

[ ]  resignation/termination/retirement of Enter Name and Role in Program

Date effective:Click here to enter date

[ ]  resignation/termination/retirement of Enter Name and Role in Program

Date effective: Click here to enter date

[ ]  resignation/termination/retirement of Enter Name and Role in Program

Date effective: Click here to enter date

[ ]  Appointment of Enter Name and Role in Program

Date effective: Click here to enter date

[ ]  Appointment of Enter Name and Role in Program

Date effective: Click here to enter date

[ ]  Appointment of Enter Name and Role in Program

Date effective: Click here to enter date

[ ]  Appointment of Enter Name and Role in Program

Date effective: Click here to enter date

**Provide narrative** details detailing the changing of positions if one or more of the individuals listed above is changing positions within the program:

Enter text here

**Provide narrative** regarding the process and timeline for the program/institution to fill any vacant principal faculty positions:

Enter text here

CVs ***must*** be attached for any new appointees. Program *must* use the CV template available on the ARC-PA website, Change Forms/Standards Required Reports page.

**SIGNATURES**

The signatures of the chief administrative officer and Program Director attest to the completeness and accuracy of the information provided in this application and supporting materials.

I understand and agree that the Program will be subject to an adverse accreditation action which could include denial of accreditation or withdrawal of accreditation, and that future eligibility for accreditation may be denied in the event that any of the statements or answers made in this submitted response are false or in the event that the Program violates any of the policies governing accredited programs.

**Chief Administrative Officer** of Program’s Sponsoring Institution

(*As listed in the Program Management Portal*)

 Enter name Enter date

*The name that appears here is deemed an electronic signature.*

**Program Director:** Enter name Enter date

*The name that appears here is deemed an electronic signature.*

**SUBMISSION INSTRUCTIONS**

Program should update the Portal with program personnel changes. Data will be continually monitored by the Portal with alerts sent to Portal staff.

The program should submit this form by uploading it as a Change in Faculty document type from the program’s portal page. From the portal Program Dashboard, click on Manage Program Documents in the Action Center or click the Documents icon, which looks like several sheets of paper, in the dashboard’s upper-right corner. Click on the link to the pdf Help document “How to Upload.” Do not send any paper copies.

Receipt of this Change in PA Program Faculty Form and any supporting materials required will be acknowledged by the ARC-PA via correspondence sent to the program.

**Quarterly Reports (E1.05)**

Following notification of a resignation or termination, the ARC-PA requires that the program provide quarterly updates on the program’s progress in filling that vacant position until the program submits another Change in PA Program Faculty form to inform the ARC-PA of the appointment of the person filling that vacancy. These quarterly reports require the use of the ARC-PA Quarterly Report form found on the ARC-PA change form page on its website: [www.arc-pa.org/program-change-forms](http://www.arc-pa.org/program-change-forms). The program’s quarterly report is to be submitted via the program Portal.