**(Optional 2022 Standards Template, RE 1.5; Modify as Needed)**

**ACEND© Program Director Position Description**

**<Insert program name and program type here>**

**POSITION TITLE:** Click here to enter text.

**PROGRAM NAME:** Click here to enter text.

**DEPARTMENT:** Click here to enter text.

**SUPERVISOR (NAME OR POSITION):** Click here to enter text.

**EMPLOYEE/FACULTY NAME:** Click here to enter text.

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**The following position description is intended to describe the major responsibilities of the program director and should not be taken as an all-inclusive list of responsibilities required for the position.**

The position is a \_\_\_\_\_\_ -months, full-time position

Time allocation for program management: ***(Use one of the following)***

|  |
| --- |
| *Expressed as Percent Time:*  Percent of position dedicated to program management: \_\_\_\_\_\_\_%  Percent of other duties: (add percentages for teaching, scholarship, service, clinical, administrative or other duties as necessary): \_\_\_\_\_\_\_% |
| *Expressed as Workload Reduction:*  Total assigned faculty workload: \_\_\_\_\_\_\_ credits/year  Total workload reduction for program management: \_\_\_\_\_\_\_ credits/year |

The program director responsibilities must include, but are not limited to:

1. Provision or delegation of responsibilities to assure year-round coverage of director responsibilities in the absence of the director or in cases where the director’s full-time appointment does not cover all 12 months. In programs where the program director assigns some responsibilities to other individuals, the director must ensure that all program director responsibilities are accomplished throughout the year.
2. Development of policies and procedures for effectively managing all components of the program and to ensure fair, equitable and considerate treatment of prospective and enrolled students (such as program admission, retention and completion policies).
3. Student recruitment, advisement, evaluation and counseling.
4. Maintenance of program accreditation including:
   1. Timely submission of fees, reports and requests for major program changes;
   2. Maintenance of all program’s student records, including student advising plans, supervised practice and verification statements;
   3. Maintenance of complaints about the program received from students or others, including disposition of the complaint;
   4. On-going review of program’s curriculum to meet the accreditation standards;
   5. Communication and coordination with program faculty, preceptors and others involved with the program and its students;
   6. Facilitation of processes for continuous program evaluation; and
   7. Timely submission of required documentation supporting the graduate's eligibility for a Commission on Dietetic Registration (CDR) credentialing exam.
5. *(If applicable, include additional responsibilities here:)*