**Change in PA Program Form- Sponsoring Institution Personnel**

 July 2016

This form is to be used by programs reporting changes to the **Person Program Director Reports To** or **the Chief Administrative Officer**. Please submit this completed form as described below.

Program Name: Click here to enter program name

Date of form completion: Click here to enter date

Name and title of person completing this form: Click here to enter name and title

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

**Please indicate any changes as directed below.**

## **CHANGE IN PERSON PROGRAM DIRECTOR REPORTS TO**

**Check all that apply:**

[ ]  Resignation/termination of current person Program Director reports to

Name of person leaving position: Click here to enter name

Date effective: Click here to enter date

[ ]  Appointment of **New**: Click here to enter name and title, date effective: Click here to enter date

Name and Credentials: Click here to enter name and credentials

 Email Address: Click here to enter new email address

 Telephone Number: Click here to enter new phone number

**CHANGE IN CHIEF ADMINISTRATIVE OFFICER**

**Check all that apply:**

[ ]  Resignation/termination of current Chief Administrative Officer

Name of person leaving position: Click here to enter name

Date effective: Click here to enter date

[ ]  Appointment of **New:** Click here to enter name and title, date effective: Click here to enter date

 Name and Credentials: Click here to enter name and credentials

 Email Address: Click here to enter new email address

 Telephone Number: Click here to enter new phone number

Program should update the Portal with new sponsoring institution personnel changes.

Data that will be continually monitored by the Portal with alerts sent to Portal staff will include Sponsoring institution name change and change in person to whom the program director reports to.

The program should submit this form by uploading it as a Change in Faculty Template 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.

Submit within 30 days of change.