


**MEMORANDUM**

**TO:** Chairs & Program Directors  
**FROM:** Manjunath Pendakur, Dean   
**DATE:** July 30, 2010  
**SUBJECT:** **Appointment of College-wide Certificate Program Directors and Their Advisory Committee**

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Appointment of Certificate Program directors is the responsibility of the Dean in consultation with the chairs and directors of the College. In addition to qualifications, commitment, energy and the ability to work with faculty and students in an interdisciplinary way, the Dean will look for candidates that have a vision and strategy to build these programs and manage them efficiently and smoothly. The faculty member chosen for this position should also possess the capacity to work with the Dean's staff and the associate deans.

The Director's term is normally 3 years and it may be extended on mutual agreement between the Dean and the person holding that position. The Dean does the annual evaluation of that portion of service responsibility of the respective faculty member. The Dean will communicate this information with the appropriate chair/Director of the academic unit where the faculty member holds the tenure line.

Each certificate program must have a faculty advisory committee that meets regularly to deal with programmatic issues and policy matters regarding the certificate. The advisory committee should consist of 5-7 tenure line faculty chosen from different departments. The Director may nominate members of this committee and the Dean, in consultation with the chairs and directors, makes these appointments that usually last 3 years. It is preferable to have some continuity on the Advisory Committee by having staggered appointments (every two years, new people are appointed as some faculty who have spent two or three years serving on it transition out).

Each Certificate Program issues a certificate that should have a standard look and meet University regulations.

The Director is expected to submit an annual report by June 1 every year.