

# Faculty Credentials Verification

CIIS verifies the academic and other related credentials claimed by a prospective core or adjunct faculty member and certain other prospective employees (specified under “Policy Implementation” below) who will be appointed to a position within Academic Affairs.

1. Any offer of employment to a prospective faculty member shall be made contingent on verification of an individual's claimed academic credentials. Should the verification not bear out the prospective faculty member's claim, any offer of employment to the individual will be withdrawn.
2. This credential verification process must be completed (1) prior to the date of employment or (2) within one month after the start date of employment for a late-hire faculty member.
3. In the event that an individual has begun employment using false credentials, the individual will be terminated.
4. Should an employee covered by this policy claim an earned credential following employment, the designated person within the employee's academic unit will verify that credential.
5. This policy is effective for all core and adjunct faculty and certain other prospective employees whose initial appointment begins on July 1, 2016 and thereafter.

## Policy Implementation

1. The Dean of each college or school, or the Academic Vice President for colleges or schools who do not have a Dean, shall be responsible for ensuring implementation and compliance with this policy.
2. Any offer of employment is made contingent on verification of the candidate's credentials.
3. The candidate is responsible for verifying to the academic unit hiring the prospective faculty member that they hold the highest degree and any other academic or professional credential (e.g., license or certification) required for the position as claimed in the verifying documents.
4. The candidate may verify claimed credentials in the following manner:
  - A. Degree: (A) Official transcript(s) sent directly to the responsible CIIS administrator from the institution(s) attended or (B) Letter from registrar of the institution(s) attended verifying degree(s) and date(s) of conferral.
  - B. License/Certification: Electronic copy of license or certificate.

5. Credentials verified by the faculty member will be maintained in the faculty member's file located in the Academic Affairs Office.
6. The claimed academic credentials of prospective employees shall be verified for individuals seeking full or part-time employment in the following categories:
  - A. Lecturer, senior lecturer, instructor, assistant professor, associate professor, professor or to positions with these same titles preceded by "adjunct."
  - B. Librarian
  - C. Post-doctoral fellow
  - D. Administrators holding an appointment as a faculty member