Policy Title: Academic Credentialing

Policy & Procedure Statement:
ICOM employs competent faculty members who are qualified to accomplish the mission and goals of the college. When determining acceptable qualifications of its faculty, ICOM gives primary consideration to the highest earned degree in the discipline in accordance with its published guidelines. ICOM also considers professional competence, effectiveness, and as appropriate, related work experiences in the field, professional licensure and certifications, honors and awards, documented excellence in teaching, and other demonstrated achievements which may contribute to effective teaching outcomes. Faculty credentialing is required as part of the initial application process and triennially thereafter for continuing employment or reappointment. This policy establishes the means by which credentials of faculty will be audited at the time of hire and during employment at ICOM.

Clinical Faculty

ICOM is responsible for ensuring that all clinical faculty, including preceptors, who provide patient care and teach students in clinical settings, and/or deliver clinical topics in the classroom, satisfy minimum requirements as stipulated in the accreditation standards of health professional educational programs and/or by state law. Physicians and Allied Health Professionals who provide services at ICOM, its affiliated hospitals, and any location where ICOM students pursue activities for academic credit must be credentialed. All offers of employment to prospective clinical faculty members are contingent on verification of necessary academic credentials, licensure and certifications.

The hiring supervisor is responsible for identifying the minimum requirements for a specific faculty position on the personnel requisition. Minimum requirements include academic degree, valid medical licensure for the state in which they are practicing, and board certification.
The hiring supervisor is responsible for notifying the Human Resources Department when the final candidate is identified. The Human Resources Department will be responsible for:

- Verifying the validity of the academic degree
- Verifying that the candidate has a valid, unexpired medical licensure in the state in which they are practicing
- Verifying that the candidate is board certified

Before the contract is sent to a final faculty candidate for signature, the completed faculty application form and appropriate documentation of licensure and/or board certification will be verified by the Human Resources Department on behalf of the Academic Appointment & Promotion Committee.

If a final faculty candidate is not yet licensed, and licensure is required, the Human Resources Department will report this to the hiring supervisor. The hiring supervisor will be responsible for obtaining documentation of licensure and/or board certification prior to the first day of employment at ICOM. The faculty employee may bring the original document to the hiring manager or provide a notarized photocopy. If an original document is provided by the employee, the hiring manager will copy it, initial the photocopy, and then return the original document to the employee. The hiring manager will provide documentation of licensure and/or board certification to the Human Resources Department and retain one copy for the Program or Division file.

Biomedical Science Faculty

Faculty teaching biomedical sciences courses at the undergraduate level are required to hold a terminal degree—usually the earned doctorate—with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). Under unusual circumstances, faculty at the rank of Instructor may hold a bachelor's degree in the field to be taught with at least three years of directly related occupational experience that uniquely qualifies them in their discipline. Such qualifications and evidence of outstanding performance must be documented and approved by the appropriate hiring Director or Chair of the Program or Division, Assistant or Associate Dean.

The hiring supervisor is responsible for notifying the Human Resources Department when the final candidate is identified. The Human Resources Department will be responsible for verifying the validity of the academic degree. All offers of employment to prospective biomedical science faculty members are contingent on verification of necessary academic credentials.

Approved by: ___________________________

CAO/Dean                          8/20/19

Date