

# Augusta University

## Policy Library

# Required Documentation of Licensure Certification and or Education of Faculty and Classified Employees

Policy Owner: Human Resources

### POLICY STATEMENT

All individuals appointed to faculty or hired in non-faculty job classifications requiring license, registration, certification, formal educational degree, or other credential must furnish proof of achievement of this requirement to Faculty Support Services or the Talent Acquisition & Management Section of the Human Resources Division prior to their employment by the institution. Subsequent proof of current license or registration in job classifications where this is required must be furnished to the Records and Information Management Section of the Human Resources Division by the employee's department as soon as the license registration is renewed.

To define the procedures related to faculty and non-faculty job classifications requiring license, registration, certification, formal educational degree, or other credential.

### AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

### DEFINITIONS

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### PROCESS & PROCEDURES

- As a condition of employment, the selected candidate for a faculty or non-faculty position must provide to Human Resources proof of any license, registration or certification, degrees, or other credential required for the position into which the candidate is being hired, as part of the employment process.
- Faculty or employees in job classifications requiring renewal of license, registration or certification should produce the appropriate license, renewal notice or registration to their Department as soon as it is received.
- A copy of the document(s) should be made and forwarded to the Records and Information Management Section of the Human Resources Division for retention in the employee's permanent personnel record. No personnel action based upon attainment of

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Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 514

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 09/30/2016

Last Review: 06/09/2017

a required licensure, certification and/or degree can be processed without documentation that these requirements have been met.

Failure to maintain the required license, registration, certification or other credential, may result in suspension of medical privileges and/or bar a faculty member or employee from working. If not resolved, the failure to maintain the required license, registration, certification or other credential could result in termination of the employment relationship.

#### **REFERENCES & SUPPORTING DOCUMENTS**

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#### **RELATED POLICIES**

Intentionally left blank.

#### **APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 06/09/2017