

Augusta University

Policy Library

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

Policy Manager: University HR Services

POLICY STATEMENT

All individuals appointed to faculty or hired in non-faculty job classifications requiring license, registration, certification, formal educational degree, and/or other credential must furnish proof of achievement of this requirement to Human Resources 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 HR Solution Center of the Human Resources Division by the employee's department as soon as the license registration is renewed.

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: Include any other stakeholders not listed above.

PURPOSE FOR POLICY

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

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 and all licenses, registrations or certifications, degrees, or other credentials 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 HR Solution Center of the Human Resources Division for retention in the employee's permanent personnel record. No personnel action based upon attainment of a required licensure, certification and/or degree can be processed without documentation that these requirements have been met.

Office of Legal Affairs Use Only

Executive Sponsor: Enterprise Vice President for Human Resources

Next Review: 4/2024

REFERENCES & SUPPORTING DOCUMENTS

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RELATED POLICIES

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APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 4/21/2021

President, Augusta University

Date: 4/21/2021