

Augusta University

Policy Library

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

Policy Manager: Human Resources

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 Employment & Faculty Support Services Section 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:

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 Employment & Faculty Support Services Section 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.

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: 6/3/2024

President, Augusta University

Date: 6/3/2024