



Northshore Technical Community College Faculty Credentials Verification Flow Chart



<p>Faculty</p> <p>Provide official transcripts to the Associate Provost and to the Human Resources.</p>	<p>Associate Provost</p> <p>Ensure educational and professional backgrounds of prospective faculty members meet the standards as set forth in this policy.</p> <p>Verify prospective faculty member’s credentials and eligibility for teaching, by completing a Faculty Qualifications Verification Summary, (Attachment B), as required documents are received.</p> <p>Forward packet to the Office of Accreditation and Reporting for review and processing.</p>	<p>Vice Chancellor of Academic Affairs & Provost</p> <p>Give final approval of faculty member’s credentials.</p> <p>Accreditation & Reporting</p> <p>Maintain a College-wide database of faculty credentials.</p> <p>Collect all current official credentialing documents—annually updated certifications, licensures, etc., that are appropriate for the courses a faculty member is teaching or with the program in which the faculty member is teaching, as well as those credentialing documents required for each faculty member in a clinical or similar setting.</p>
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