GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: CREDENTIALING OF FACULTY

Credentialing is the process of determining that College administration, teaching faculty and professional staff possess the appropriate preparation, training and experience to administer / manage and teach in an academic setting. Individuals shall meet the established minimum qualifications / requirements of the college's accrediting bodies and state agencies. Final credentialing is validated by the President / the respective Deans of the college.

Approved By:_____Date: _____

Effective Date:_____1/08_____

Review/Revision Dates:;_____

Responsible Committee:_____Faculty Senate/Professional Development_____

Credentialing: Procedure / Process

Credentialing is the process of determining that College administration, teaching faculty and professional staff possess the appropriate preparation, training and experience to administer / manage and teach in an academic setting. Individuals shall meet the established minimum qualifications / requirements of the college's accrediting bodies and state agencies. Final credentialing is validated by the President / the respective Deans of the college.

Faculty Applicant

Faculty Applicant

- Completes and submits a TriHealth Application
- Submits a resume or Curriculum Vitae to the Department chair.
- Meets with the Department chair for an interview
- Meets with the HR representative for information on TriHealth benefits.
- If an offer is made and accepted, the individual will provide official transcripts sent to GSC from all undergraduate & graduate colleges /universities attended.
- Official transcripts are to be submitted within 45 days of appointment to the college.

Department Chair

- The Department Chair examines the prospective faculty member's resume / CV to check qualifications to verify that the applicant meet the requirements of the position. Minimum Qualifications should include:
    - Educational requirements
    - Occupational experience
    - State licensure/certification as appropriate for the position
- The prospective faculty member is interviewed.
- An Applicant Credential Folder is started with:
    - TriHealth application
    - Resume or Curriculum Vitae
    - State License Verification as appropriate for the position.
- A request for an offer is presented to the Dean of Academic Affairs.
- The Applicant Credential Folder is presented to the Dean of Academic Affairs for review, *of resume credentials*
- Once the Faculty Credential Folder is returned from the Dean and the applicant has accepted the offer, the folder is forwarded to the office of the president of the College to be filed *as pending until all transcripts have been received.*

Dean of Academic Affairs

- Examines the prospective faculty member's Applicant Credential Folder.
- Reviews prospective faculty member's *resume* credentials to formulate an offer.
- Returns the Applicant Credential Folder to Department Chair with the offer.
- *Once the offer has been accepted and all transcripts have been received full credentialing will be validated* by the Dean of Academic Affairs.
- In the event of extenuating circumstances, the 45 days for submitting transcripts may be extended by the Dean of Academic Affairs.

Administrative / Professional Staff Applicant

Administrative / Professional Staff Applicant:

- Completes and submits a TriHealth Application
- Submits a resume or Curriculum Vitae to the President / Dean.
- Meets with the President / Dean as appropriate for an interview
- Meets with the HR representative for information on TriHealth benefits.
- If an offer is made and accepted, the individual will need to get official transcripts sent to GSC from all undergraduate & graduate colleges /universities attended.
- Official transcripts are to be submitted within 45 days of appointment to the college.

President / Dean

- The President / Dean examines the prospective applicant's resume / CV to check qualifications to verify that the applicant meets the requirements of the position. Minimum Qualifications should include:
    - Educational requirements
    - Occupational experience
    - State licensure/certification as appropriate for the position
- The prospective applicant is interviewed.
- An Applicant Credential Folder is started with:
    - TriHealth application
    - Resume or Curriculum Vitae
    - State licensure/certification as appropriate for the position
- The folder documents are reviewed to verify and validate the prospective applicant's *resume* credentials.
- Formulates an offer *based on pending credentials*.
- Once the applicant has accepted the offer, the folder is forwarded to the office of the President of the College to be filed as pending until all transcripts have come into the college.
- When all transcripts have been received, full credentialing will be validated by the President / Dean.
- In the event of extenuating circumstances, the 45 days for submitting transcripts may be extended by the President / Dean.

GSC Credentialing of Qualified Applicants

Check list

Documents / Criteria	Nursing Faculty Applicants	Gen. Education Faculty Applicants	Administrative Applicants	Professional staff Applicants
Educational Requirements	• Earned Doctorate • MSN • BSN w/ Ed. plan	• Earned Doctorate • Masters Degree • BS w/ Ed. plan	• Earned Doctorate • Master's Degree • Bachelor's Degree	• Earned Doctorate • Master's Degree • Bachelor's Degree
Occupational experience	• 2 years Clinical nursing experience	• As required by the position	• As required by the position	• As required by the position
Licensure / certification	• Unencumbered Ohio RN License	• As required by the position	• As required by the position	• As required by the position
Official transcripts	• Graduate • Undergraduate • Diploma / certificate	• Graduate • Undergraduate	• Graduate • Undergraduate	• Graduate • Undergraduate
Resume / CV	• Required	• Required	• Required	• Required
Academic Experience (Pedagogy / Portfolio etc)	• Desired	• Desired	• Desired	• Desired

The Higher Learning Commission – HLC Guidelines.

Qualified Faculty:

- Masters degree, Discipline specific

- Other Vital attributes such as being able to:
  - Design curricula
  - Develop & implement effective pedagogy
  - Appreciate the breath of knowledge vital to education

- Knowledge of other faculty responsibilities
  - Conducting research
  - Advising students
  - Participating in co-curricular activities
  - Contributing to shared governance

- Knowing what students should know
  - Discovery of new knowledge … keeping up in the field

- Tested experience in the field
  - Knowledge & expertise sufficient for determining what students must learn.

- Active professional development involvement
  - IWP
  - Academic Rank Portfolio