



SUBJECT: Employee Credentials	CATEGORY: Human Resources	NO. 707
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PREAMBLE

SIAST is committed to providing quality programs and services to the student population by attracting, recruiting and retaining qualified people. To that end, SIAST is committed to ensuring that all employees hold position specific qualifications, including appropriate academic credentials.

POLICY

All employees shall possess or obtain minimum academic credentials and designations, accreditations or certifications as prescribed by SIAST. In addition, all employees will be expected to have practitioner-based experience in their field as prescribed by SIAST. Academic credentials, designations, accreditations or certifications, and practical experience will be identified for all recruitment and selection processes and explicitly stated on all job postings.

Academic credentials, designations, accreditations or certifications, and experience will be defined to ensure relevant accreditation standards are met.

SIAST values the pursuit of advanced academic degrees for its employees. The standard minimum qualification for teaching in a bachelor degree program will be a Master's degree in the discipline or related field. SIAST desires to have instructional academic employees in degree programs that possess an advanced degree in the discipline or related field, normally at the doctoral level.

Alternative qualifications of academic credentials, occupational/professional designations, accreditations or certifications, and experience combined with demonstrated and documented professional competence in the field may be considered or required for SIAST employees.

Employees working in fields where a designation, accreditation or certification is normally expected will be required to hold and maintain that designation.

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Qualified faculty will ensure the integrity of curriculum and program delivery, and advance knowledge, teaching and learning, applied research and scholarly activity. To that end, faculty will be supported through a New Instructor Orientation (NIO) and a Faculty Certificate Program (FCP), as outlined in the Faculty Preparation and Development Policy (108).

Upon selection to a position within SIAST, an individual must provide Human Resources with verification by the granting institutions of the academic credential and/or designation achieved. If any such academic credential and/or designation is subject to renewal, the individual is required to resubmit verification at the renewal period. If a new credential is received, the employee is responsible to advise Human Resources and/or their immediate supervisor.

SIAST will retain all such documentation in the employee's personnel file located in Human Resources.

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