



Committee Meeting: Policy Committee	Date: September 8, 2017
Committee Chair: Kathleen Masiello – members present page 2	
New or Edited: Edited VII-B-11	

POLICY NAME: Verification of Credentials of Employees

POLICY TYPE: Board

SUBMITTED BY: Director of Human Resources- Tracey Cleveland

ISSUE OR STATEMENT OF PURPOSE:

SUNY Erie Community College requires verification of credentials required for employment, and may be tied to the College's accreditation.

CORRECTIVE ACTION PLAN RECOMMENDATION (if any): N/A

NEW OR EDITED POLICY: Edited BOT Policy VII-B-11

All College employees classified as 1) academic or 2) professional staff are required to provide verification of academic credentials in the form of official transcripts from accredited institutions in conformity with the requirements of the job description.

If certification or equivalency is accepted in lieu of a degree/transcript, that certification must be provided to the College.

This constitutes a term and condition of employment at SUNY Erie Community College. Verification of credentials is related to accreditation of the College.

Failure to provide required transcripts or certification within 30 days of hire may result in the revocation of a job offer or in immediate termination of the employee.

Human Resources is responsible for the administration of this process.

DOES IT SUPERCEDE A POLICY/WHICH ONE: BOT Policy VII-B-11

POLICY COMMITTEE RECOMMENDED ACTION:

The Policy Committee recommends the Board of Trustees approves this Board policy under the Report of the Chair, Ad Hoc Committee Reports and Policy Committee. This policy supersedes all prior policies/procedures and practices related to the Verification of Credentials of Employees.



POLICY NAME: Verification of Credentials of Employees - **Continued**

POLICY COMMITTEE MEMBERS PRESENT:

Trustee Kathleen Masiello, Student Trustee Rebecca Krakowiak, Vice President of Enrollment Management Erik D'Aquino, Executive Vice President of Operations Michael Pietkiewicz, Provost/Executive Vice President of Academic Affairs Richard Washousky, Director of Human Resources, Tracey Cleveland.

DATE OF BOARD APPROVAL: October 26, 2017.

POLICY COMMITTEE TEAM FOLLOW-UP:

Following Trustee approval, this Board policy will be included in the SUNY Erie Community College Board Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS:

This policy was reviewed and discussed at the Policy Committee meeting of July 14, 2017, and September 8, 2017.