



Success. It's In Our Nature.

Policy Name: Credentials

Policy Number: I-6

Functional Area(s) Responsible: Human Resources

Owner(s) of Policy: Human Resources

Most Recent BOT Approval Date: May 2010

Most Recent Review Date: Oct 2024

Most Recent Review/Revision Type: ☐ none ☐ minor/non-substantive ☒ substantive/extensive

Policy Statement:

Finger Lakes Community College is committed to maintaining the highest standards of academic excellence and integrity. To ensure that our faculty and staff are well-qualified to fulfill their roles, we require thorough verification of credentials for all candidates being considered for employment. This includes, but is not limited to, educational qualifications, official transcripts, professional certifications and licenses from accredited organizations, and relevant work experience.

Reason(s) for Policy:

The purpose of this policy is to ensure that all faculty and staff members at Finger Lakes Community College possess the necessary qualifications and credentials required for their positions, thereby upholding the integrity and educational standards of the institution. Employing individuals with verified credentials enhances the college's reputation, attracting prospective students, faculty and staff who value academic excellence.

Applicability of Policy:

This policy applies to all Finger Lakes Community College faculty, professional staff, support staff and managerial/confidential employees.

Definitions:

None

Related Documents:

FLCC Background & Reference Checks policy

Procedures:

The Office of Human Resources maintains in the individual personnel files of all faculty, professional staff, and managerial confidential employees the following:

- A. Letter of application/cover letter
- B. Resume and employment application
- C. Official College transcript(s)
- D. Such certification(s), license(s), and registration(s) required by the State of New York or accreditation bodies.
- E. Reference letters (at least three) and background check information

Forms/Online Processes:

None

Appendix:

None