

II-1.02 UMCES Policy on Verification of Professional Credentials

Policy endorsed by the UMCES Executive Council (7/6/95); implemented by President Donald F. Boesch 13 July 1995.

I. Policy

A. This policy responds to the State of Maryland's requirement that an individual's credentials submitted in qualification for appointment in any State agency be officially verified. It specifically implements University System of Maryland policy requiring the verification of faculty academic credentials.

1. UMCES policy requires the verification of credentials of all candidates selected for employment at UMCES.

II. Application

A. These procedures apply to the verification of credentials of candidates for all employment categories, including faculty appointments, classified staff, associate staff, contractual employees, and academic administrators.

B. These policies, as they apply to candidates for faculty appointments, are the procedures required under *BOR Policy II-1.02: The University System of Maryland Policy on Faculty Academic Credentials*.

III. Academic Credentials:

A. Faculty Appointments: Associate and Full Professor (with tenure)

1. Prior to an initial appointment with tenure to the faculty rank of Associate Professor or Professor, academic credentials shall be verified.
2. The Laboratory Director or his/her designee shall exercise one of the following options:
 - a. Obtain official written certification of award of each degree from the institution which awarded the degree, or all degrees from the institution which awarded the highest degree; or
 - b. Obtain official transcripts evidencing each degree; or
 - c. Obtain letters of recommendation from recognized experts that attest to the prospective faculty member's qualifications.

B. Faculty Appointments: All Other Appointments

1. Prior to any other initial appointment of a faculty member, academic credentials shall be verified.
2. The Laboratory Director or his/her designee shall exercise one of the following options:
 - a. Obtain official written certification of award of each degree from the institution which awarded the degree, or of all degrees from which awarded the highest degree; or
 - b. Obtain official transcripts evidencing each degree.

C. All Other Employee Appointments

1. Prior to any other employment appointment with UMCES, the academic credentials of each prospective employee must be verified.
2. The Laboratory Director, or the chair of the Search Committee as appropriate, shall exercise one of the following options:
 - a. Obtain official written certification of award of each degree from the institution which awarded the degree or of all degrees from the institution which awarded the highest degree, or
 - b. Obtain official transcripts evidencing each degree received.

IV. All Other Credentials

A. In addition to the verification of academic credentials, prior to any employment appointment with UMCES, all credentials and achievements (especially any credential that is a published requirement for the position in question) claimed by a prospective appointee upon the employment application, letter of interest, *curriculum vitae*, etc., shall be verified by the Laboratory Director, or the chair of the Search Committee as appropriate, in the following manner:

1. By the submission by the prospective appointee of a certified application or *curriculum vitae*; and
2. By obtaining written verification from the appropriate issuing institution or agency of all other credentials and achievements, including as examples technical certificates, licenses, diplomas, and registrations.