

BURRELL COLLEGE
of
HEALTH SCIENCES
POLICY MANUAL

SECTION: Faculty & Staff
TOPIC: Burrell Faculty Credentialing
Approved: Signature on File

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POLICY

The College will ensure that all faculty who teach or assess in its academic programs are academically qualified and receive academic appointments or other approval, as applicable.

RESPONSIBLE OFFICIAL(S):

Assistant Dean of Faculty Affairs, School Deans

PROCEDURE:

1. The College shall identify in its syllabi and curricular documents all faculty assigned teaching and evaluation responsibilities for all courses.
2. The Offices of Faculty Affairs and School Deans shall compile a roster of its assigned faculty at the beginning of each academic year to include those faculty providing learning experiences at affiliated teaching sites.
3. The annual roster of teaching faculty shall be compared to the College's current list of faculty who are academically appointed or otherwise approved. Any assigned faculty who is not academically appointed or otherwise approved shall be notified, and credentialing documents shall be obtained in accordance with the College Bylaws and associated procedures.
4. Credentials shall be submitted to the Office of Faculty Affairs for processing and approval or appointment to appropriate category and rank as defined in the bylaws. Applications for candidates seeking ranks above entry level shall be reviewed by the Promotions and Evaluation Committee for recommendation. Such processes shall be completed prior to each faculty member's participation in the academic program.
5. The physician faculty in the patient care environment shall be required to maintain a license to practice in the venue in which they are providing care and medical liability insurance. Preceptors shall be required to provide evidence of AOA or ABMS board certification in the specialty being taught at some time in their career or be board eligible in the specialty being taught.

CROSS REFERENCE:

College Bylaws