

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Faculty & Staff

Policy: B7010

TOPIC: Faculty Credentialing

Approval Date: 1/22/19
Revised: 11/23/2020
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11/23/2020, 5/8/23

Approved: Signature on File

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POLICY

The College will assure the academic qualifications of and provide academic appointments to all faculty providing teaching and assessment in its core curriculum.

RESPONSIBLE OFFICIAL(S):

Assistant Dean of Faculty Affairs, Associate Dean of Pre-Clinical Education, Associate Dean of Clinical Education, Office of the Dean

PROCEDURES:

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, Pre-Clinical Education and Clinical Education 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 current list of appointed faculty as maintained by the College. All assigned faculty not holding academic appointments shall be notified and credentialing documents obtained as required by the bylaws and associated procedures.
4. Credentials shall be submitted to the Office of Faculty Affairs for processing and 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: