It is the policy of Charles Drew University that the claimed academic degrees of all prospective staff be verified as earned degrees awarded from regionally accredited institutions. This includes applicants who have earned their degrees outside the United States, whereby an evaluation of degree equivalency is conducted. All vacancy announcements or advertisements for employment—including administrative roles that carry a degree requirement—must include explicit reference to these requirements.

As an institution of higher education that is committed to excellence in teaching, research, and service, and which is accredited by the Western Association of Colleges and Schools, CDU must ensure that all posts that require a degree possess appropriate credentials commensurate with the requirements of the job descriptions and that academic degrees have been awarded by officially accredited institutions.

PROCEDURE #I.E. 00501 Staff Credentials Verification

A. VERIFICATION

It is the applicant’s responsibility to provide the academic credentials according to the position he or she is applying for. In addition to earned degrees, a college/school may require documentation of other forms of professional credentials, including but not limited to claims of licenses to practice or board certifications. Credentialled records shall be forwarded to the Department of Human Resources, which will conduct the background check to verify that such credentials meet the requirements for the position and have been issued by appropriately accredited institutions.

B. NON-COMPLIANCE CONSEQUENCES

If transcripts and/or diplomas have not been provided prior to the first day of employment, continued employment shall not commence until all required documents have been received by the Department of Human Resources. Falsification or misrepresentation of academic degrees and professional credentials or evidence that degrees offered in support of employment have
been issued from non-accredited institutions, shall invalidate an application for employment, or shall be grounds for immediate separation from the University if employment is already provisionally approved.

Applicability: All Staff Members