

SIR SANDFORD FLEMING COLLEGE

POLICY MANUAL

POLICY NO. 3-334
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APPROVED BY: Board of Governors
SUPERCEDES: _____

DATE APPROVED: May 1, 2002

SUBJECT: **VALIDATION OF ACADEMIC CREDENTIALS**

Validation of Academic Credentials

All full-time faculty, upon hiring, or any faculty teaching in an Applied Degree Programme shall provide direct evidence of their highest attained academic credential. This shall mean that the faculty arranges for the issuing institution of the credential to provide direct confirmation to Human Resources of the attainment of such credential by the faculty. This shall be done at the faculty's cost, and shall be kept in the employee's administrative file in Human Resources.