



# CROSS-FUNCTIONAL PROCEDURE

## *Verification of Qualifications – Full-time Faculty New Hires*

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### **Purpose of Procedure**

This procedure was created (1) in response to the State of Michigan's Office of the Auditor General August 2005 finding that "*The College did not consistently verify and document that faculty possessed required credentials prior to employment*" and (2) to ensure that Mott is in compliance with the terms of the Perkins grant.

### **Date Procedure Originally Documented**

August 2006

### **Date Last Revised**

October 2006

### **Person(s) Responsible for Updating**

Sharon Ewles (Staffing Manager)  
Brenda Phillips (Supervisor – HR Systems & Research)

### **Location(s) of this Procedure**

k:/Policies & Procedures/Procedures/Faculty

### **Name and Contact Information of Persons Involved in Procedure**

Sharon Ewles (Staffing Manager)  
Michael Benner (Perkins Administrator)

### **Detailed Procedure**

- 1) **Staffing Manager** requests and obtains the following documentation:
  - a) Current Job Description
  - b) Resume
  - c) Transcripts
  - d) Applicable licenses
- 2) **Staffing Manager** verifies that candidate meets minimum requirements as outlined in the Job Description.
- 3) **Staffing Manager** completes the "Selection Summary & Recommendation" cover sheet (see attached sample) and processes accordingly:
  - a) Covered under Perkins Grant:
    - i) Checks "*Perkins*" box in top right hand corner of the cover sheet.
    - ii) Creates verification packet by compiling the appropriate documents (job description, resume, transcripts and applicable licenses) and attaching the cover sheet.
    - iii) Makes copy of verification packet and forwards copy to **Perkins Administrator** for confirmation that Perkins requirements are met.
    - iv) **Perkins Administrator** (or backup\*) reviews verification packet to determine if candidate meets Perkins requirements.
      - (1) If candidate meets requirements, **Perkins Administrator**:



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- (a) Checks “*Meets Perkins Requirements*” box on cover sheet and signs.
  - (b) Retains the copy of the verification packet for audit purposes.
  - (c) Returns signed cover sheet to **Staffing Manager** within 48 hours of receipt. (**NOTE:** *Failure to meet this deadline will constitute that requirements have been met.*)
- (2) If candidate does not meet requirements, **Perkins Administrator:**
- (a) Checks “*Does Not Meet Perkins Requirements*” box on cover sheet and signs.
  - (b) Returns verification packet (including signed cover sheet) to **Staffing Manager** within 48 hours of receipt. (**NOTE:** *Failure to meet this deadline will constitute that requirements have been met.*)
- b) Not covered under Perkins Grant:
- i) Leaves “*Perkins*” box on the cover sheet unchecked.
  - ii) Creates verification packet by compiling the appropriate documents (job description, resume, transcripts and applicable licenses) and attaching the cover sheet.
- 4) **Staffing Manager** reviews verification packet with Chief Human Resources Officer and obtains signature.
- 5) **Staffing Manager** reviews verification with President and obtains approval signature.

*\*Any backup other than Lou Miller must be approved by the Executive Cabinet (EC).*

Selection Summary and Recommendation

Perkins

**Position:**  
**Division/Department:**  
**Hiring Manager:**  
**Date:**

**Affirmative Action Goals**

Job Group #  
Under Utilized: \_\_\_No \_\_\_Yes:

**Applicant Pool/Diversity**

**Recruitment Sources**

**Position Requirements/Recommended Candidate's Qualifications**

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**Interview Committee**

**Recommendation**

\$ (level/step)

Reviewed by Perkins Administrator: \_\_\_\_\_

Meets Perkins requirements

Does not meet Perkins requirements

Reviewed by Mark Kennedy: \_\_\_\_\_

Reviewed and Approved by Dick Shaink: \_\_\_\_\_