



## Employment Policies

### Academic and Professional Credentials - Policy 110

#### *Policy Statement*

This policy applies to all full and part time academic faculty members (AFMs) who teach, develop courses or conduct research under contract to PCU-WHS.

All AFMs will provide the University with a certified true copy of their terminal advanced degree (normally a Master-level credential, MD or PhD) prior to beginning their employment. The University values the professional credentials of its faculty and expects them to be maintained and kept current while engaged in teaching and research at the University.

AFMs are variously responsible for the development of courses, the direct instruction of and the evaluation of student performance for those enrolled in courses at PCU-WHS (i.e., Teaching faculty). Full-time AFMs are also responsible for service to the University in the form of duties related to the administration of the academic programs of the University through committee participation and with similar roles in supporting PCU-WHS. AFMs who are active in research (i.e., Research faculty) are expected to be involved in the creation and dissemination of research through the successful application for grants and for publications.

#### *Related Policy*

Adjunct Professorship  
Employee Appointments  
Scholarly Activity  
Academic Teaching Workload Faculty Teaching Loads

#### *Definitions*

Instructors are part-time faculty who develop courses or teach courses.

Teaching Faculty are full-time faculty who hold teaching only positions.

Research Faculty are full-time faculty who hold research only positions.

Faculty who are not identified specifically as teaching or research faculty will have both responsibilities which will be determined in their employment contract.

Course Developers are qualified disciplinary specialists who are hired to develop online courses.

Instructors and Teaching Faculty may also be course developers and design online courses as part of their duties which will be identified in their employment contracts or work-load duties.

Full-time positions may be probationary, limited term or continuing appointments.



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*Procedures*

Once a candidate has been selected for a position and is to be offered a contract, the Chief Academic Officer will recommend the appointment to the President. That recommendation will provide detailed information as to the qualifications of the successful candidate including information regarding any other candidates who were reviewed for the position. The package will include a curriculum vita and in the case of continuing appointments, normally three letters of reference.

*Professional Development for Continuing and Full-Time Appointments*

Given the expectation that full-time teaching and research faculty will remain current and make contributions to their disciplinary field of study, the University will provide limited resources (subject to budgetary approval) for faculty to receive subsidisation for attendance at learned conferences in their respective field. To qualify for subsidies, the AFM will be required to be presenting a paper at the conference in question.

*Approvals and Responsibility*

Approved by: Board of Governors, March 27, 2012.

Revised: June 8, 2016; October 15, 2023

Responsibility: Chief Academic Officer.

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