



Office of the Chancellor

Chancellor's Memorandum
CM-34 – Required Credentials for Employment

To: Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students

From: LSU Health Sciences Center New Orleans Chancellor

July 1, 2016. This memorandum supersedes CM-34 dated April 18, 1995.

Faculty

Effective immediately, all departments are required to obtain and forward to Human Resource Management official transcripts from the terminal degree granting institution for positions filled with faculty rank (full-time and part-time). For terminal degrees obtained outside of the United States, a Louisiana board certification and/or licensure may substitute for an official transcript.

For faculty positions requiring additional credential(s) (i.e. certifications, licensures, etc.), departments are required to obtain and forward the credential(s) to Human Resource Management. All credentials (i.e. official transcript, certifications, licensures, etc.) must be on file in Human Resource Management as a condition of employment within 60 days of hire or rehire date.

Other Academic and Professional Staff

Effective immediately, Human Resource Management will verify the degree of all other academic and professional/unclassified staff prior to the first day of employment. For a Position Description requiring additional credential(s) (i.e. certifications, licensures, etc.), departments are required to obtain and forward the credential(s) to Human Resource Management prior to the first day of employment.

Human Resource Management will retain in confidence all transcripts, degree verification, certification, licensure and any other credentials for faculty, other academic and professional/unclassified staff in the official employee file.

A handwritten signature in blue ink, appearing to read "L. H. Hollier".

Signed: Larry H. Hollier, M.D., Chancellor