

# DYOUVILLE UNIVERSITY

**Policy Title:** Faculty Credentialing

**Responsible Unit:** D'Youville University, DYU-COM Admissions

**Adoption Date:** April 11, 2023

**Last Review Date:** March 11, 2024

**Next Review Date:** March 11, 2028

The process of DYU-COM faculty appointments is as follows:

1. Individuals interested in a faculty appointment must apply at COM. Hired/employed individuals must follow the same process, unless otherwise stated in their employment agreement.
2. The faculty application file is processed. Processing includes staff requesting an AOIA or AMA profile or State Department of Health (or equivalent) for physicians, or primary license verification for other healthcare professionals. PhDs (or equivalent) may only apply for a faculty appointment if they are hired/employed and must undergo a background check with educational verification (done around the time of employment or hire).
3. The Academic Appointment & Promotions Committee (AAP) reviews each complete faculty application file (containing all of the completed elements as defined in the second step) and makes a recommendation of appointment with rank or deferral.
4. The Founding Dean of the proposed College of Osteopathic Medicine receives the recommendations from the AAP and uses their recommendation to inform the decision of appointment or deferral at the Dean's discretion.
5. Any appointment made by the Founding Dean of the proposed College of Osteopathic Medicine will be issued an appointment certificate and will be emailed their certificate along with further communication from the Office of the Dean.
6. All appointments and decisions will be electronically stored in the DYU-COM which will utilize 'Exxat PRISM' or 'Core' education management software. The DYU-COM Clinical Coordinator will use this software to track license and certification expiration