

Employee Academic and Professional Credential Policy

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Board of Governors

PVP

1. Purpose:

The Sheridan College Institute of Technology and Advanced Learning (“Sheridan”) is committed to having accomplished academic, support and administrative employees who contribute to Sheridan’s global leadership in undergraduate professional education and teaching excellence. To that end, Sheridan must ensure that all employees hold the proper qualifications to perform their assigned responsibilities, as determined by Sheridan, and in accordance with applicable accrediting bodies and/or the Postsecondary Education Quality Assessment Board of Ontario (PEQAB) standards for academic positions. This includes a commitment to ensuring that all courses are taught by appropriately credentialed faculty.

2. Scope:

This Policy applies to all Employees and Candidates for employment.

3. Definitions:

Candidates – individuals who are applicants to Sheridan job postings, including existing employees who apply to internal job postings.

Core Courses – certificate/diploma/advanced diploma/post-graduate diploma/degree courses that contribute to the development of knowledge in the main field(s) of study. The main field(s) of study is the field(s) identified in the credential nomenclature. Core courses can be in the main field(s) of study, or in related fields.

Domestic Academic Credential – documented evidence of learning based on completion of a recognized program of study at an authorized Canadian institution.

Domestic Professional Credential – documented evidence that a certifying body confirms that a tradesperson or professional has the essential knowledge and skills of a specified domain necessary for safe and appropriate practice of the trade or profession.

Employee - includes a person under the employ of Sheridan either: on a full-time, ongoing basis under the terms of the Academic Employees Collective Agreement, the Support Staff Collective Agreement, the Part-Time Support Staff Collective Agreement, or the Terms and Conditions for Administrative Employees; on a less than full-time, and/or temporary basis under the terms of an

employment agreement; on a cooperative or work-term placement educational training program; as a Student Employee; and/or on a volunteer basis.

International Academic Credential - documented evidence of learning based on completion of a recognized program of study at an authorized institution located in a country other than Canada.

Non-core Courses – certificate/diploma/advanced diploma/post-graduate diploma/degree courses that contribute to knowledge in fields unrelated to the main field(s) of study identified in the credential nomenclature¹.

Position Analysis Questionnaire (PAQ) – job description of non-unionized positions at Sheridan, including Administrative Staff positions.

Position Description Form (PDF) – the job description of Support Staff positions at Sheridan College, in accordance with the Support Staff Collective agreement.

Postsecondary Education Quality Assessment Board of Ontario (PEQAB) – advisory agency that makes recommendations to the Minister of Training, Colleges, and Universities of Ontario on applications for ministerial consent under the terms of the Post-secondary Education Choice and Excellence Act, 2000.

Terminal Academic Credential – the highest degree awarded in a given field of study. The doctorate is normally the terminal academic credential in all fields or disciplines apart from certain fields where a master's degree in the field/discipline is more typical.²

4. Policy Statement:

4.1 Verification of Academic and Professional Credential(s)

4.1.1 Proof of Academic Credentials

All Candidates for Employment shall provide proof of academic credentials. In most cases Candidates must provide original documents that confirm the Candidate has the required credential(s).

All Employees who obtain a credential after the point of hire and wish for Sheridan to recognize said credential shall provide proof of the credential. In most cases, Employees must provide original documents to be delivered to Human Resources confirming the credential was obtained.

All expenses relating to the confirmation of credentials by the granting institution or evaluation service shall be the responsibility of the Employee or Candidate.

Such original documents shall take the following forms, as appropriate:

1. Domestic Academic Credentials: A sealed, official transcript delivered directly from the granting institution;
2. International Academic Credentials: A sealed, official evaluation delivered directly from World

¹ (Handbook for Ontario Colleges, Postsecondary Education Quality Assessment Board, 2016)

² (Handbook for Ontario Colleges, Postsecondary Education Quality Assessment Board, 2016)

Education Services, the International Credential Assessment Service of Canada, or Comparative Education Services at the University of Toronto (or equivalent approval agency) confirming possession of the stated credential and its equivalency in Canada;

3. Domestic Professional Credentials: A sealed official document delivered directly from the granting institution confirming possession of the required credential. Where the professional credential has a renewal requirement, it shall be the responsibility of the employee to maintain the credential and provide official documentation that the designation/professional credential remains in goodstanding.

There may be occasions where Candidates who are refugees or newcomers cannot provide proof of an academic credential. In such instances, Sheridan will consider what measures are possible to determine a credential, such as testing, an interview, published work, etc.

4.1.2 Compliance

An employee who does not provide sufficient evidence of his/her academic credentials within the timeframe identified in his/her employment contract or whose credentials do not support the requirements of the position, could be found to be in breach of their employment contract.

4.2 Credential Requirements

4.2.1. Administrative and Support Staff Credential Requirements

The required credentials for Administrative and Support Staff positions will be documented by the manager in the Position Analysis Questionnaire or the Position Description Form respectively. For recruitment purposes, hiring managers can also identify acceptable equivalencies in accordance with the *Employee Credential Equivalency Procedure*.

4.2.2. Faculty Credential Requirements

The required credentials for all regular ongoing and non-full time teaching faculty, will be as follows:

All Programs (excluding Skilled Trades)

To ensure appropriate learning and graduate success, faculty will hold academic credentials at a minimum of one level above the credential granted by the program(s) in which they teach.

Skilled Trades Programs

In the skilled trades programs, faculty will hold Journeyperson status in the trade in which they teach, in addition to appropriate experience that is directly related to the subject matter.

Post-Graduate Certificate Programs

For post-graduate certificate programs, faculty will hold a Bachelor's Degree (Master's degree preferred) in the field of study being taught or in a closely related field/discipline, in addition, they must have a minimum of five years related professional experience that is directly related to the subject matter. For recruitment purposes, hiring managers can also identify acceptable equivalencies.

Degree Programs

Sheridan partners with PEQAB to achieve program excellence and continuous Ministry approval for degree level programs. As such, PEQAB guidelines shall be used in defining the academic and professional credentials required of faculty teaching in degree level programs. Specifically,

- All courses in degree level programs shall be taught by a faculty member who holds an academic degree at least one degree higher than that offered by the program in the field being taught or in a closely related field/discipline; and
- All faculty teaching in a degree level program shall have, where relevant, professional credentials and related work experience.
- To meet PEQAB's terminal academic credential requirement in degree programs, a doctorate or other terminal academic credential in the field being taught or in a closely related field/discipline may be required.

4.2.2.1 Faculty Credential Exceptions

For Full-Time Faculty, exceptions to paragraph 4.2.2 of this policy must be endorsed by the Provost and Vice President, Academic, and approved in writing by the President and Vice Chancellor in accordance with the *Presidential Recognition Procedure*.

For Non-Full-Time Faculty, exceptions to paragraph 4.2.2 of this policy must be approved in writing by the Provost and Vice President, Academic in accordance with the *Presidential Recognition Procedure*.

4.3 Responsible Executive

The Responsible Executive for the policy is the Associate Vice President, Human Resources. The Office of the AVP, HR will interpret and apply the policy and has the responsibility to draft and/or approve any associated procedures.

5. Related Documentation (Procedures/Additional Policies/Forms)

[Employee Credential Equivalency Procedure](#)

[Presidential Recognition Procedure \(For Teaching Faculty\)](#)