

LICENSE AND CERTIFICATION TRACKING PROCESS

1. **NEW HIRES:** When a faculty position requires a current professional license (such as LCSW, California Bar license, or other such license) or professional certification, the recruiting process through CHRS will document that requirement.
 - Upon hire, the required license/certification specific information shall be provided through CHRS to the Office of Academic Personnel and the hiring department/college office for inclusion into the Personnel Action File, including:
 - Name of license/certification, licensing governing board/certification governing body and expiration date of license/certification.
 - Such information will be added to the Licenses and Professional Certificate Spreadsheet maintained by the Office of Academic Personnel.
2. **Current faculty** members' licenses/certifications are documented on the Licenses and Professional Certificate Spreadsheet.
3. **Six months** prior to a License/Certification expiration date, the Office of Academic Personnel will send a reminder notice to both the faculty member and to the department chair (with a copy to the Dean) reminding them of the upcoming expiration and the need to renew. The reminder notice will notify the faculty member and the Department Chair of
 - (i) the license and expiration date on record, (ii) the importance of keeping the license/certification current to comply with the job requirements and (iii) request a response from the department chair to confirm the renewal of the license/certificate.
4. **Two Months** prior to the License/Certification expiration date, the Office of Academic Personnel will send a follow up email to the faculty member, department chair and Dean if no response was received.
5. If faculty fail to timely renew their required licenses and/or certifications, progressive discipline processes may commence per the Unit 3 Collective Bargaining Agreement.