

Title: Faculty Credentialing - New Hire Report

Purpose: To find new hires who are marked as faculty within a date range.

Description:

The report will support ongoing faculty credentialing auditing practices for continued compliance with collegewide regional accreditation. The report will further help identify new faculty hires who have yet to go through the collegewide credentialing process. This report will be used by the Offices of Institutional Effectiveness.

The fields listed in the report are:

Instructor VID

Faculty Name

Instructor Supervisor Name

Position Title

Department/Discipline

Faculty Hire Date

Home Campus

Prompts Required:

From Date: The earliest possible hire date.

To Date: The latest possible hire date.

Type of Output:

Choose how the report will be delivery:

Select if need output from Excel from Web: The report will be exported in MS Excel.

Use if Web Output or From the SAS Add in Default:

The report will be shown in the browser.