



Faculty Policy
Professional Licensure
Responsible Unit: SoM Dean's Office as
Coordinated with Academic Departments

School of Medicine Policy

Adopted: 7/1/2021
Effective: 7/1/2021
Revision History:
Review Date:

SECTION 1: PURPOSE & SCOPE.

- 1.1 The purpose of this policy is to outline the School of Medicine's expectations and requirements for appropriate professional clinical licensure.
- 1.2 This policy applies to all faculty appointed within the School of Medicine, regardless of campus, whose terms, conditions, duties, or responsibilities pursuant to their appointment require government-issued professional clinical licensure.
- 1.3 This policy is intended to complement existing policies maintained by the School of Medicine as well as WVU Medicine affiliates, in order to consistently apply licensure requirements on all faculty personnel whose appointment may not otherwise be subject to licensure oversight through the credentialing and hospital privileges process.

SECTION 2: POLICY AND PROCEDURE

- 2.1 All faculty subject to this policy (as described in Section 1.2) are expected to obtain and maintain professional State or jurisdictional board licensure as applicable to their clinical profession. Licensures must be valid and support authorization to practice for each jurisdiction covered under the faculty member's assignment.
- 2.2 Faculty subject to this policy shall acquire necessary licensure(s) prior to employment. This requirement will be articulated in offers of employment, as well as discussed by the hiring unit with candidates during the recruitment process. The appointee, in conjunction with the hiring department will compile all necessary licensure documents for hospital credentialing prior to employment as applicable for hospital medical staff appointment. The WVU HSC Shared Services will verify licensure prior to employment or appointment (in the case of courtesy positions) hire/onboarding.

- 2.3 Ongoing verification of continued licensure for maintaining hospital medical staff appointments will be completed by the individual/departments in conjunction with the medical staff affairs personal of the hospitals to which the faculty are assigned.
 - 2.4 All other faculty with clinical patient care (inclusive of non-paid clinical faculty) will be required to verify continued licensure status as part of the annual re-appointment process. In addition, Departments will be required to independently verify active licensure status and report the status on or before September 30th to the Office of the Associate Vice President for HSC Academic Affairs.
 - 2.5 It is the faculty member's duty to report or disclose to their Department any intervening event which could impact continued licensure. The Department will then notify the School of Medicine Dean's office as well as to the Office of the Associate Vice President for HSC Academic Affairs. Failure to maintain and verify professional licensure may result in termination of appointment.
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SECTION 3: RESPONSIBILITIES

- 3.1 Adherence of this policy is the responsibility of the individual, department, school, the University Shared Services unit and affiliate hospitals, as applicable, for clinical assignments and will be verified and monitored at the time of appointment, clinical site reassignment as needed and annually.