High School Faculty Credentialing Process

**Purpose:** A high school faculty is interested in applying to teach at their high school for the SBS Program. Below, please find the process from start to hire.

**Stage 1: The Application**
- Interested high school faculty will complete the [SBS Credentialing Application](#).
- Once completed and signed off on by the high school counselor and principal, the faculty member will submit it to the School-Based Scholars (SBS) Office. The SBS Office will keep a record of all applications.

**Stage 2: Department Review**
- Once received, the SBS Office will submit the completed SBS Credentialing Application to the appropriate department chair to verify if the applicant has the credentials to teach in the SBS program as well as what they are able to teach.
- When the determination is made and received from the department, the SBS office will notify the faculty and the high school of the decision. If approved, the SBS office will work with the school to determine if they wish to move forward with adding course offerings.
- If the school wishes to move forward, the SBS office will notify the department.
  - Please note that the following departments will be implementing interviews with the applicant into their process: Art, Biology, Communication, English, Financial Literacy, Social Work, Teacher Education, World Languages

**Step 3: The “Hiring” Process**
- Department will have the approved candidate fill out the mandatory [New Hire Paperwork](#) and take to HR as soon as possible. No appointment is necessary.
  - The Employee Information Form and I-9 must be filled out. The Voluntary Invitation to Self-Identify Form is optional. Departments may get a modified packet from the SBS office.
  - They must also present:
    - an unexpired passport, or
    - 2 forms of ID (see samples of acceptable documents in the new hire packet).
- Candidate must complete a background check.
  - The candidate will receive an email with information on how to complete the background check. (Responding to the email initiates the background check).
  - Once the background check clears, the hiring official receives a notification. In addition, the candidate will receive a copy of the results.
  - An official copy of the transcripts must be requested and sent directly to:
    - Northern Kentucky University
    - Office of the Provost
    - 100 Nunn Drive
830 Lucas Administrative Center
Highland Heights, KY 41076

- Coordinator of department where the faculty will be teaching will submit a PAR indicating “non-paid” status.

**Step 4: Finalizing and Preparation**
- Access to email, All Card, and parking will be available once HR receives the PAR and notification of background check clearance.
- For each new faculty, the SBS office would like the department to provide a faculty liaison to oversee the high school faculty and guide them in their first semester or year of teaching dual-credit.
- ALL high school-credentialed faculty will be required to attend the SBS program’s Faculty Orientation each August, prior to the start of classes. The SBS office will notify faculty the May/June prior of the event.

**For additional information contact:**
- NKU Human Resources:
  - 859-572-5200
- School-Based Scholars Program
  - Kristin Hornsby, Associate Director
    - Email: hornsbyk1@nku.edu
    - Phone: 859-572-6022