

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.5	Documentation of Academic Credentials	Revised:	July 2007
Policy 3.5.1	Documentation of Academic Credentials	Responsibility:	Vice President for Academic Administration

DOCUMENTATION OF ACADEMIC CREDENTIALS

Policy

It is the responsibility of the institution to keep on file for all full-time and part-time faculty members, including non-paid adjunct faculty, documentation of academic preparation, such as official transcripts, and, if appropriate for demonstrating competence, official documentation of professional and work experience, technical and performance competency, records of publications, licenses/certifications and other qualifications.

The Health Science Center has established that only original transcripts directly sent by the Schools where the faculty members have completed their terminal degrees shall be accepted as official transcripts. No copies shall be substituted.

If the original transcript is from a foreign country, regardless of whether it is in English, it must be verified; if the original transcript is in a language other than English, it must be translated and verified. It will be the hiring (home) department's responsibility to have all translations/verifications performed by a credible foreign credential evaluation organization, such as The American Association of Collegiate Registrars and Admissions Officers (AACRAO) at <http://www.aacrao.org/international/foreignEdCred.cfm>.

If a faculty has a joint or cross appointment with another department on campus, the primary appointing (home) department retains the original transcript, and the other department keeps a copy of said document on file, with clear notation that the original is on file in the home (named) department.

Each School will establish procedures to document that faculty members possess appropriate educational and/or experiential credentials that qualify them to perform teaching, research, patient care, or other faculty duties.
