Part I: New Tenured, Tenure-Track, Term, and Administrative/Professional Faculty and Post-Doctoral Fellows

- Item 1 of the Faculty Terms and Conditions of Employment (Attachment A to the faculty offer letter) states that prior to the first day of employment, the faculty member must provide documentation of degrees earned, including an official transcript for the highest degree earned, and/or an official transcript for any other degree qualifying that individual to teach the assigned course(s). In addition, the faculty member is responsible for obtaining a certified third-party translation and evaluation for any international academic transcripts. **This documentation should be mailed to the Office of the Provost and must be received prior to the first day of employment.**

- Once a transcript is received by the Office of the Provost, degree information is entered into Banner. The transcript is then imaged into Banner Xtender, and a hard copy is retained in the individual’s personnel file in the Office of the Provost. Once this process is completed, the original transcripts and supporting documentation are forwarded to the home unit to be stored.

- Prior to the beginning of each semester, the Office of the Provost will work with the Office of Institutional Research and Reporting to verify that all faculty have provided appropriate documentation prior to employment. The Office of the Provost will then assist the colleges and schools to notify any faculty whose transcripts haven’t been received that the documentation is missing and to make arrangements for delivery prior to the first day of employment.

Part II: New Adjunct Faculty

- Item 1 of the Faculty Terms and Conditions of Employment (Attachment A to the adjunct faculty offer letter) states that prior to the first day of employment, the faculty member must provide documentation of degrees earned, including an official transcript for the highest degree earned, and/or an official transcript for any other degree qualifying that individual to teach the assigned course(s). In addition, the faculty member is responsible for obtaining a certified third-party translation and evaluation for any international academic transcripts. **The documents should be mailed to the hiring department and must be received prior to the first day of employment.** [Note: Departments are reminded to insert their mailing address information in the space provided in Item 1 of Attachment A to the adjunct faculty offer letter.]

- Each college-level academic unit will collect official transcripts for all new adjuncts within the unit prior to the first day of each individual’s employment and submit these
promptly to the Office of the Provost at the beginning of each semester. These transcripts should be accompanied by a spreadsheet including the following for each individual:

- Name
- G Number
- Department into which the individual has been hired
- Courses to which the individual has been assigned
- Justification or explanation of qualifications if not obvious by the transcript. (In these circumstances, a CV or resume should also be provided.)

The Office of the Provost will review the explanation of qualifications.

- Once a transcript is received by the Office of the Provost, degree information is entered into Banner. The transcript (and/or, if appropriate, the CV and justification) is then imaged into Banner Xtender. Once this process is completed, the original transcripts and supporting documentation are forwarded to the home unit to be stored.

- Prior to the beginning of each semester, the Office of the Provost will work with the Office of Institutional Research and Reporting to verify that all faculty have provided appropriate documentation prior to employment. The Office of the Provost will then assist the colleges and schools to notify any faculty whose transcripts haven’t been received that the documentation is missing and to make arrangements for delivery prior to the first day of employment.