

## **New Faculty Credential Documentation Collection Procedure**

### **Part I: Instructional/Research/Clinical Faculty (Tenured, Tenure-Track, Term), Administrative/ Professional Faculty, Postdoctoral Research Fellows, and Research Staff**

- 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, Attention: Director of Academic Personnel Management, 4400 University Drive MSN 3A2, Fairfax, VA 22030 or to [provppm@gmu.edu](mailto:provppm@gmu.edu) and must be received prior to the first day of employment.**
  - Note: A Transcript Release for Employment Purposes form (Waiver) can be completed by George Mason graduates and current students to obtain their transcripts. This provides explicit permission for the university to use student records for employment purposes. The process is free of charge and requires no further effort on the part of the graduate or student after submission. If the documentation processed doesn't meet the established requirements, additional documentation may be requested.
- Once this process is completed, the academic unit has access to the documents in Xtender. Any hard-copy original transcripts received are filed in the personnel file located in the Office of the Provost.
- University Policy Number 3005 details the responsibilities for faculty, academic departments/LAUs, colleges and schools, and the Office of the Provost as they relate to evaluating, documenting, justifying, and maintaining records for faculty credentials and qualifications. George Mason's Office of Accreditation may request additional documentation from faculty at any time to meet the credentialing standards of their accrediting body, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

### **Part II: Adjunct Faculty and Graduate Teaching Assistants**

- Item 1 of the Faculty Terms and Conditions of Employment (Attachment A to the adjunct faculty or graduate teaching assistant offer letters) 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.]

- Note: A Transcript Release for Employment Purposes form (Waiver) can be completed by George Mason graduates and current students to obtain their transcripts. This provides explicit permission for the university to use student records for employment purposes. The process is free of charge and requires no further effort on the part of the graduate or student after submission. If the documentation processed doesn't meet the established requirements, additional documentation may be requested.
- 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 them electronically through their designated Team channel to the Office of the Provost two weeks prior to the beginning of each semester. Delayed transcripts should be submitted as soon as received and the Office of the Provost should be updated on their status. Each document will be electronically uploaded into the unit's shared drive with the appropriate label. Example would be [last name]-G00000000-[code] (code= T for transcript, IE for international evaluation, CERT for certificate, CV for curriculum vita; W for the Transcript Release for Employment Purposes Form [Waiver]). Once a transcript is received by the Office of the Provost, degree information is entered into Banner and documentation is imaged into Banner xTender. The academic unit can check xTender to review the imaged items.
- University Policy Number 3005 details the responsibilities for faculty, academic departments/LAUs, colleges and schools, and the Office of the Provost as they relate to evaluating, documenting, justifying, and maintaining records for faculty credentials and qualifications. George Mason's Office of Accreditation may request additional documentation from faculty at any time to meet the credentialing standards of their accrediting body, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).