



## Procedures for Policy # 53001.5

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### PROCEDURE FOR SECURING ACADEMIC CREDENTIALS AND ENSURING COMPLIANCE WITH SACSCOC CRITERIA

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**Effective Date: June 19, 2009**  
**Responsible Office: Human Resources**  
**Division: Operations**

**Revised Date: July 8, 2020**

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*To ensure that official transcripts are on file for all new employees for whom one is required and that all faculty meet minimum SACSCOC requirements.*

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#### STEPS

1. Applicants for faculty and unclassified positions are requested to submit official transcripts as a part of the application process.
2. A reminder that official transcripts are a university requirement is also included in the offer letters of all faculty.
3. Teaching credentials relative to the SACSCOC criteria, including the number of graduate hours, must be noted in the “Remarks” section of the Personnel Action Form for employees who will serve as teaching faculty.
4. Signatories beyond the Dean’s level should not affix their name if the “Remarks” have not been properly completed.
5. All full-time and part-time faculty positions must be properly documented.
6. The department head shall ensure that official transcripts for all of the new employee’s degrees are forwarded to the Office of Human Resources and a copy should be kept by the Dean’s Office and/or hiring manager.
7. When being processed in Human Resources, new faculty and unclassified employees appointed to professional and/or administrative positions requiring academic degrees and/or certifications must ensure that official transcripts have been provided to the Office of Human Resources.
8. During the new employee orientation process, HR staff will indicate on the new employee orientation checklist whether the official transcript has been provided at the time of individual orientation.
9. If no official transcript is provided at the time of individual orientation, then the employee is asked to provide one within 30 days of employment.
10. Upon receipt of the official transcript, the New Employee Orientation Checklist is updated to

show date of receipt, credentials are input into the Banner system, and the transcript is filed in the employee's personnel folder.

11. All full-time and part-time faculty and unclassified staff for which this applies must follow the procedure. NO EXCEPTIONS!