

Credentials Verification for Faculty and Professional Staff

The University of Central Arkansas (UCA) is committed to excellence in teaching, research and public service. UCA must ensure that faculty and professional staff possess the appropriate academic credentials¹ and that the degrees have been awarded by an accredited institution.

The Office of the Provost will obtain official transcripts for all full-time continuing faculty.

College Dean offices will obtain official transcripts for visiting and adjunct faculty.

The Graduate School maintains records for Graduate Teaching Assistants.

The Office of Human Resources will obtain official transcripts for professional staff as required.

The records will be maintained in compliance with the document retention policy as published on the General Counsel website.

Official transcripts must be provided to the appropriate office prior to the effective date of employment. Failure to provide official transcripts and falsifying academic credentials or degrees shall be grounds for immediate termination of employment.

When tested experience is substituted for an earned credential, evidence of the tested experience shall be obtained by the hiring department or school and approved by the department chair or school director, dean, and provost. The evidence and approval shall be maintained in the same location as the official transcripts.

Type of Instructional Assignment	Location of Official Transcript
Full-time Continuing Faculty	Office of the Provost
Visiting and Adjunct Faculty	College Dean Offices
Graduate Teaching Assistants	Graduate School
Professional Staff	Office of Human Resources

¹ HLC's Assumed Practice B.2. Faculty Roles and Qualifications:

- a. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
- b. Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.