

**UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES**

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.5	Documentation of Academic Credentials	Revised:	June 2017
<b>Policy 3.5.1</b>	<b>Documentation of Academic Credentials</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

## **DOCUMENTATION OF ACADEMIC CREDENTIALS**

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### **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, curriculum vitae (*eTalus*) 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.

Exceptions to the Policy:

When a candidate faculty member from an outside institution (an outside institution includes other UT System institutions) is undergoing the processes, including Promotions, Tenure and Appointments Committee (PTAC) review, for an initial appointment at UT Health San Antonio, the curriculum vitae submitted for consideration may be the candidate's current curriculum vitae that was used in the related faculty candidate recruitment processes. The Faculty Verification of Curriculum Vitae statement must be submitted as part of the appointment packet for PTAC review. New faculty members have one year from their appointment date to submit their curricula vita through *eTalus*.

For both Adjunct and Adjoint faculty appointments, submitting a current curriculum vitae with the Faculty Verification of Curriculum Vitae statement is acceptable for all initial and reappointment processing. Adjunct and Adjoint faculty are not required to submit electronic curriculum vitae (*eTalus*); however, they are required to follow all other policy and procedures identified in this policy.

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.

For each faculty member, UT Health San Antonio has established that only an original transcript directly sent by the schools where the faculty members have completed their terminal degree(s) to a UT Health San Antonio designee shall be accepted as the official transcript(s). Copies

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shall be acceptable substitutes only when it is necessary to obtain these source-verified documents directly from official certification entities such as licensure or credentialing boards in the United States.

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>.

If a faculty member 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.

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