I.   3.5.1 Documentation of Academic Credentials

Chapter 3 - Faculty	Original Effective Date: February 2000
Section: 3.5 Documentation of Academic Credentials	Date Last Reviewed: August 2019
Responsible Entity: Vice President for Academic, Faculty and Student Affairs	Date Last Revised: August 2019

II. Purpose

To establish documentation requirements for all faculty members regarding the proper academic credentials.

III. Scope

This policy applies to all faculty, staff, students, residents, healthcare providers, researchers, contractors, or any other individual (collectively, Workforce Member, including employees and non-employees).

IV. Policy

It is the responsibility of UT Health San Antonio (UTHSA) 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.

A. Exceptions to the Policy

1. 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 UTHSA, 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.

2. 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.

3. 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.

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

5. 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 foreign credential evaluation organization who is a member of the National Association of Credential Evaluation Services (naces.org).

6. 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.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
02/2000	Policy Origination		
08/2019	Policy Review		