

## **File Maintenance for Faculty Personnel Files**

**Original Implementation:** October 31, 2000

**Last Revision:** April 11, 2022

The Southern Association of Colleges and Schools requires the university to keep documentation on file of academic preparation for all full-time and part-time faculty members. Documentation includes official transcripts, and, if appropriate for demonstrating competency, official documentation of professional and work experience, technical and performance competency, records of publications, certifications, or other qualifications. To meet this requirement, the following guidelines have been established to address the contents of the file and the designated office responsible for file maintenance.

### **Filed in the Office of the Provost and Executive Vice President for Academic Affairs:**

Full-time faculty holding academic rank:

- Recommendation for Appointment form
- Signed contract issued by the Office of the Provost and Executive Vice President for Academic Affairs
- Curriculum vitae
- Official transcripts from all degree granting institutions attended
- Three letters of reference
- Faculty Certification of Credentials form for those faculty who do not hold the terminal degree or whose terminal degree is outside the discipline in which they are teaching

### **Filed in the Office of the College Dean:**

Adjunct faculty, designated 4.5 to 9 months faculty, non-tenure track faculty:

- Signed contract issued by the dean's office
- Curriculum vitae
- Official transcripts from all degree granting institutions attended or verification that official transcripts are in the Office of the Provost and Executive Vice President for Academic Affairs
- Three letters of reference
- Faculty Certification of Credentials form for those faculty who do not hold the terminal degree or whose terminal degree is outside the discipline in which they are teaching

Graduate teaching assistants (when instructor of record):

- Curriculum vitae
- Official transcripts from all degree granting institutions attended or verification that official transcripts are in the Office of Research and Graduate Studies.
- Three letters of reference
- Faculty Certification of Credentials form

**Note:** See Academic Appointments and Titles (7.2) for definition of titles.

**Cross Reference:** Academic Appointments and Titles (7.2); Faculty Handbook

**Responsible for Implementation:** Provost and Executive Vice President for Academic Affairs

**Contact for Revision:** Provost and Executive Vice President for Academic Affairs

**Forms:** Recommendation for Appointment form, Faculty Certification of Credentials form

**Board Committee Assignment:** Academic and Student Affairs

**Revision History:** January 29, 2019  
July 28, 2015  
April 17, 2012  
July 21, 2009