



Affiliate Faculty Transcript Requirements

All new Affiliate Faculty members must submit official transcripts from all institutions that a degree was received. If transcripts are not received within the first semester of employment, the faculty member can not be offered subsequent semester employment. Departments and Deans will track the status of whether their active faculty members have an official transcript on file with Human Resources. Reports will be provided by the Human Resources Contract Manager to the Department Chair and Deans on the following timeline:

- At the end of October for fall semesters
- At the end of March for spring semesters
- At the end of June for summer semesters

Chairs and Deans are responsible for ensuring they have requested official transcripts from new faculty members or returning faculty that Human Resources has identified as missing transcripts. As faculty contracts are received in HR, official transcript receipt will be entered into Banner.

Official transcripts received (in a sealed envelope) by the Department or Dean's office will be opened and copied. The original will be signed and dated by the department and then should be forwarded to HR with the envelope attached to the transcript.

If an official transcript is received directly by HR, a copy will be made and stamped "Received"; then it will be forwarded to the department for their files. The official transcript must be maintained in the employee's permanent personnel file in Human Resources.

When faculty transcripts are entered into Banner, the official transcript box will be checked only if an official transcript is on file – copies are not acceptable. Therefore, reports generated may include faculty who turned in a copy of their transcript, but not an official transcript.

It is the Chair's and Dean's responsibility to make sure that a new contract is not submitted for a subsequent semester when an official transcript has not been received and on file in HR.