



FACULTY TEACHING QUALIFICATIONS

HIRING FACULTY WITH FOREIGN CREDENTIALS

- The University of Central Florida requires that all faculty members (including adjuncts and postdoctoral scholars) whose highest degree was earned at an institution outside the United States have the foreign credential evaluated for US equivalency by a service provider acceptable to the university. For faculty members who will serve as instructor of record for credit-bearing courses at the university, any additional foreign credentials and course work that qualify them to serve in such a capacity also require evaluation for US equivalency.
- The university accepts evaluations of faculty credentials for US equivalency from only two agencies: **Josef Silny and Associates (JS&A)** and **World Education Services (WES)**. Contact information for each credential evaluation service may be found here: <http://apq.ucf.edu/fq/fqdegree/>.
- Official copies of US equivalency evaluations must be sent directly to the university from JS&A or WES. Authorized university personnel must stamp and sign evaluation reports as “official” to certify that they were received in an appropriate capacity directly from the evaluation agency.
- Course-by-course (as opposed to document-by-document) evaluations should be requested for faculty members who will serve as instructor of record for credit-bearing courses at the university, including thesis and dissertation hours, directed research, and independent study. If, however, the foreign transcript to be submitted for evaluation does not list course work or if the faculty member did not undertake formal course work as part of his or her degree program, a course-by-course evaluation may not be possible. Please contact Brett Morrison (Brett.Morrison@ucf.edu) in Academic Program Quality if you are unsure about a particular case.
- Non-US transcripts that are printed in English or that are issued by institutions in English-speaking countries other than the United States are not exempt. They, too, must be evaluated for US equivalency.
- Individuals submitting evaluation applications should provide the specific name and address of the authorized university representative to whom the evaluation report should be sent.
- Colleges and departments may negotiate which units will pay the fees associated with evaluating foreign credentials for US equivalency. Academic Affairs does not provide funding for this purpose.
- Official copies of US equivalency evaluations and copies of documents detailing foreign credentials (e.g., transcripts, diplomas, certificates) should be maintained in faculty members’ personnel files in the appropriate dean’s office.