



## UNIVERSITY OF CENTRAL FLORIDA

### **Hiring Faculty and Post-Doctoral Associates (PDAs) with Foreign Credentials: Things to Remember**

1. UCF requires that all faculty (including adjuncts and PDAs) whose highest degree was earned at an institution outside of the United States, have the foreign-earned credential evaluated by a service provider acceptable to the university. For persons who will serve as instructors of record for credit bearing courses at UCF, any additional foreign-earned degree(s) and course work that qualify the individual to do so also require a U.S. equivalency evaluation.
2. UCF currently only accepts U.S. equivalency evaluations for faculty and PDA credentials from *Josef, Silny, & Associates, Inc. (JS&A)* and *World Education Services, Inc. (WES)*. Contact information for each credential evaluation service may be found at <http://afia.ucf.edu/fq/fqdegree/>.
3. Official copies of U.S. equivalency evaluation reports must be sent directly to UCF from JS&A or WES and should be marked (certified) as having been received by appropriate UCF personnel under these conditions. Appropriate certification includes marking the evaluation report as "official" and the signature of the authorized UCF personnel who received the official document. (Note: Evaluation reports received via the AccessWES system may be considered official but need to be certified as such.)
4. Course-by-course (versus document-by-document) evaluations should be requested for each individual who will serve as an instructor of record for a credit bearing course at UCF (including thesis and dissertation hours, directed research, independent studies, etc.).
5. A U.S. equivalency evaluation must be obtained for a credential earned at a non-U.S. institution, even if the transcript provided by that institution is in English.
6. When completing a U.S. equivalency evaluation, the individual submitting the request should provide a specific address and name of the UCF representative to whom the official evaluation report should be sent to avoid mix-ups (e.g., with admissions credential evaluations).
7. It is up to the college/VP area and department/unit to decide who will pay the fees associated with the U.S. equivalency evaluation. Academic affairs does not provide additional funds for this purpose.
8. Official copies of U.S. equivalency evaluations and copies of foreign credential documents (e.g., transcripts, diplomas, degree certificates) should be maintained in the individual's personnel file in the appropriate dean's office.