



# TRANSCRIPTS AND EVALUATIONS

## FACULTY AND POSTDOCTORAL SCHOLARS

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### OFFICIAL TRANSCRIPTS

A transcript documents a student's permanent academic record, serving as an inventory of all courses taken, grades earned, and honors and degrees conferred throughout a course of study. In order to be considered "official," a transcript must be delivered to the UCF hiring unit in a sealed envelope or sent directly to UCF personnel, via email, by the issuing institution (see the section below on electronic transcripts). The transcript is then certified as having been received under these conditions.

To certify a transcript as "official," the UCF faculty or staff member who received the transcript must mark the transcript with an "official transcript" stamp (see figure 1 below) and sign and date in the fields provided to reflect the date that the paper transcript was opened or that the electronic transcript was received from the issuing institution.

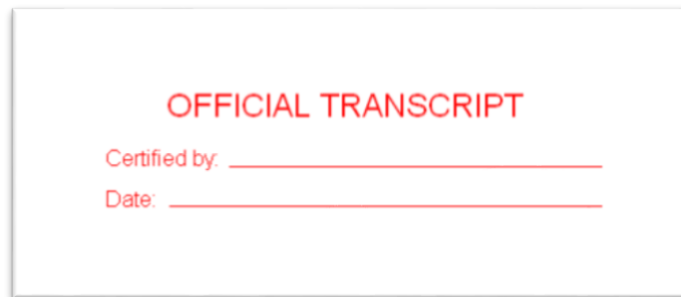


Fig. 1. Official transcript stamp, available from Academic Program Quality upon request.

### TEMPORARY SUBSTITUTES

If a final transcript is not available at the time of hire, a letter from the issuing institution may serve as a temporary substitute as long as all degree requirements have been successfully completed.

Such a letter must be issued by an appropriate official (e.g., department chair, registrar) at the institution where the faculty member is enrolled and must include the following information:

- confirmation of the successful completion of all degree requirements, including a successful defense of the thesis or dissertation, as applicable;
- the kind of credential to be awarded (e.g., PhD, MS)
- the name of the program, major, or specialization; and
- the date on which the degree will be conferred.

A final official transcript must be obtained as soon as it becomes available and forwarded to Academic Program Quality upon receipt. Please note that this provision does not apply to credentials earned at institutions outside the United States.

## UCF TRANSCRIPTS FOR PURPOSES OF EMPLOYMENT

Faculty members and postdoctoral scholars who need a UCF transcript for purposes of their employment at the university may request an original transcript at no cost through their college dean's office.

Requests for transcripts may come only from authorized college personnel. To confirm your college's point of contact, please contact Brett Morrison ([Brett.Morrison@ucf.edu](mailto:Brett.Morrison@ucf.edu)) in Academic Program Quality. Requests must bear the subject line "Faculty Employment Transcript Request" and must include the following information about the faculty member:

- name
- hire date
- EMPLID
- title
- hiring unit
- name of the person picking up the transcript

The Registrar's Office will alert the designated college contact when requested transcripts are ready for pickup. Requests typically require two business days to process but may take up to seven business days during busy periods such as registration and commencement.

Please note that transcripts may be picked up by the person designated in the request and that person only; this person will need to provide a valid ID at pickup. A faculty member may pick up his or her own transcript and deliver it in a sealed envelope to the hiring unit but may not pick up a transcript for any other faculty member. Due to FERPA restrictions, student assistants may not pick up transcripts.

## TRANSCRIPT ARCHIVES

Original transcripts printed on parchment for inclusion in faculty members' hiring files may be scanned and archived electronically at the hiring unit or college's discretion. Electronic archives must be maintained using a secure local drive to which only appropriate personnel in the hiring unit or college have access.

Academic Program Quality maintains its own university-wide electronic archive of transcripts and US degree equivalency evaluations for all faculty members and postdoctoral scholars.

When scanning an original paper transcript, whether to be archived or to be submitted with the faculty member's teaching certification, be sure to include the institution-specific transcript key (usually printed on the back of the transcript) in addition to the faculty member's academic record. High-resolution scans in full color are strongly preferred.

## ELECTRONIC TRANSCRIPTS

Electronic transcripts must be sent directly from the issuing institution to appropriate UCF personnel in the hiring unit or college. To access an electronic transcript, the recipient must log in to a secure site using a time-sensitive username and password supplied by the issuing institution.

Please note that an electronic transcript sent directly to the faculty member will not be considered official, even if the file has embedded security certificates.

A full-color version of the electronic transcript must be printed and certified as official to be included in the faculty member's hiring file. Any relevant supporting documentation associated with the electronic transcript should also be printed and certified as official. Such documentation may include a letter of authenticity or cover sheet preceding the student record (see figure 2 below), or a message sent to the hiring unit or college describing how the transcript was retrieved.

When printed, electronic transcripts may have a watermark (e.g., "copy of official transcript"). As long as the preceding conditions are satisfied, however, such a transcript will be considered official.

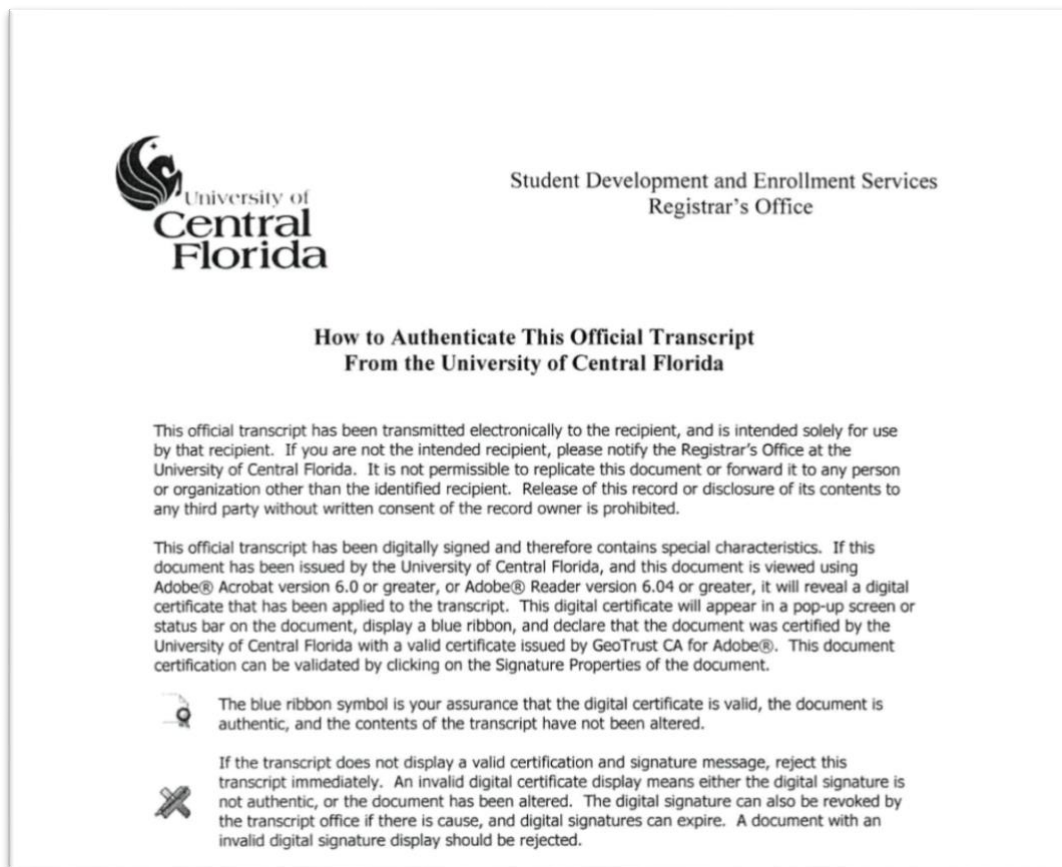


Fig. 2. Sample statement of authenticity included with an electronic transcript.

## FOREIGN CREDENTIALS

The university requires that all faculty members, including adjuncts and postdoctoral scholars, who earned their degree at an institution outside the United States have the foreign credential evaluated for US equivalency by a service provider acceptable to the university.

The university accepts such evaluations 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/>.

The evaluation agency will conclude whether the faculty member's degree is comparable to one earned at a regionally accredited institution in the United States. The hiring unit may decide whether to pay for the evaluation or to have the faculty member pay for the evaluation.

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. Course-by-course (as opposed to document-by-document) evaluations should be requested to ensure that sufficient information is available for affirming their eligibility to teach in their respective disciplines.

A copy of the evaluation must be sent from the approved evaluation agency directly to the hiring unit or college. It should then be certified as official, according to the procedure for transcripts outlined above, and included in the faculty member's hiring file.

## ACCREDITED INSTITUTIONS

UCF faculty members must hold degrees from accredited institutions. For faculty members with degrees earned in the United States, the degree-granting institution must be accredited by an agency recognized by the [US Department of Education](#) or the [Council for Higher Education Accreditation](#). For faculty members with degrees earned outside the United States, the credential documentation must be reviewed by one of the university's approved credential evaluation services, and the report provided must demonstrate that the degree is equivalent to a degree earned at an accredited institution in the United States. The threshold for equivalency is established by the respective evaluation agencies and is based on knowledge of country-specific educational systems and quality assurance standards.