



Official Transcript for Employment Policy	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

### Policy Purpose

Verification of education, documented by official transcripts serves as a safeguard in meeting accreditation standards, principally those of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Discipline accreditation is contingent on the university's approved regional accreditation.

Degree verification is a mandate of our accrediting agencies, but it is also our obligation based on our commitment to quality academic instruction and research, stewardship of resources and the integrity of all educational processes. The Tennessee State Legislature has acknowledged the seriousness of this responsibility by imposing criminal penalties for the misrepresentation of academic credentials.

### Policy Statement

East Tennessee State University requires an official transcript for any position listing a college degree or experience as an employment qualification. Official transcripts serve as the documentation of valid and acceptable credentials.

Authority: Tennessee Code Annotated (Sec 49-7-133): Misrepresentation of Academic Credentials

### Definitions

SACSCOC Qualified Personnel      The institution employs qualified administrative/academic officers, faculty, non-faculty personnel, library staff, and academic and student support service personnel (*Principles of Accreditation*).

### Policy History

Effective Date: March 24, 2017

Revision Date:

## Procedure (s)

Official transcripts from regionally accredited institutions or comparably recognized non-U.S. institutions must be on file for individuals in any position that requires a college degree.

The Office of Human Resources is responsible for receiving, housing, and safeguarding official transcripts of employees and noting in Banner.

### Timeline

- Personnel are advised in offer letters and contracts that the appointment is conditional and subject to revocation for failure to comply with this requirement not later than two months (60 calendar days) from the initial date of employment.
- The employee is responsible for ordering the official transcript and for verifying it is on file in the Office of Human Resources.
- The Office of Human Resources reports missing official transcripts to administrators at the beginning of each semester.
- Supervisors (vice presidents, deans/directors, and chairs) are responsible for reviewing the reports. At the conclusion of the sixty-day grace period and no later than the close of the semester, the Supervisor must verify that the transcript or other satisfactory documentation has been received by Human Resources.
- If satisfactory documentation has not been received, the Office of Human Resources will notify University Counsel.
- After a review by the University Counsel, the employee will be notified by the Office of Human Resources that the condition precedent of the employment contract has not been fulfilled and that the employment relationship has terminated.

### Exceptions to Official (hard copy) Transcripts

- If a regionally accredited university has modified its official transcript process to include electronic transmission, the printed transcript and transmittal email sent to the Office of Human Resources from the awarding university is placed in the employee's transcript file and noted in Banner.
- If an official transcript is unavailable for any reason (i.e., records have been destroyed), an official letter stating that an official transcript cannot be furnished is required from the awarding university, if still in existence. The letter is placed in the employee's transcript file and noted in Banner.
- If an official transcript is unavailable from an institution no longer in existence, certified credentials from a credential verification service [e.g., Federation Credentials Verification Service (FCVS)] will be accepted. This paperwork is placed in the employee's transcript file and noted in Banner.
- If a transcript is stamped Issued to Student, the transcript must be in a sealed envelope from the school when received by The Office of Human Resources. Human Resources staff date stamps the receipt, initials if the transcript is acceptable, and places it in the employee's transcript file and noted in Banner.

- If an employee has the original transcript (not Issued to Student) and another cannot be obtained, the employee must bring the transcript to the Office of Human Resources. A copy is made and notarized that it is a true copy of the original. The notarized copy is placed in the employee’s transcript file and noted in Banner. The employee would maintain the original.
- If an employee attended a university in a foreign country, certified credentials from a credential verification service [e.g., Federation Credentials Verification Service (FCVS)] will be accepted. This paperwork is placed in the employee’s transcript file and noted in Banner.
- If an instructor of record is a graduate assistant or tuition scholar assigned as a Teaching Associate, a copy of the official transcript will be accepted from the School of Graduate Studies. The verified copy is placed in the transcript file and noted in Banner. The School of Graduate Studies staff copies the official transcript, stamps “Copied from Official Transcript” on the copy, signs and date it.

#### Procedure History

Effective Date: March 24, 2017

Revision Date:

#### Scope and Applicability

Primary: Employment

Secondary: Academics