



October 25, 2016

JAMES W. DEAN JR.
Executive Vice Chancellor and Provost
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MEMORANDUM

TO: Deans in Academic and Health Affairs Schools

FROM: James W. Dean, Jr. 
Executive Vice Chancellor and Provost

SUBJECT: SACS Requirement for Faculty Transcripts

This memorandum is to apprise you of the University's process for complying with the Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) expectation that accredited institutions will maintain, on file, documentation that includes official transcripts for all faculty from the institution granting their highest earned degree and/or from the institution granting the degree most closely related to the teaching responsibilities in which they are currently engaged.

We are advised that the SACSCOC reviewers will audit our faculty credentials documentation during the March 27-30 on-site visit as part of our 10-year reaccreditation process. I am asking that we gather transcripts for each member of the faculty now to prepare for this visit.

To facilitate this request, my staff in the Academic Personnel Office have created a link on our website that faculty members can access that will provide detailed instructions on how to proceed in getting their transcripts.

As part of this effort, we have also developed a policy for faculty credentials – Policy on Qualifications of Course Instructors – that will include a requirement that each member of the faculty provide a transcript upon appointment. I want to reiterate that this is an expectation of our accrediting body and that these documents will be maintained as part of the employment file.

This request is urgent and I ask that we begin collecting transcripts immediately. I have included a draft communication that you may use to communicate this requirement to your faculty and to facilitate the collection of transcripts. We understand that this will create additional work for the departments, and perhaps unhappiness on the part of faculty members, but our understanding of SACSCOC standards is that we need to do this.

My office will provide funds to your school to support the reimbursement of faculty for the direct expense of requesting their transcripts.

Thank you for your cooperation.

JWDJr:st