

FACULTY QUALIFICATIONS FOR TEACHING COURSE ORIGINATOR CHECKLIST

- **Transcripts of Highest Degree Documented:** If the instructor of record for a course in a department is not a faculty member of that department with credentials verified upon hire, the teaching credentials appropriate for the course content and level must be verified. All faculty members and graduate teaching assistants assigned as instructor of record in the course origination department must have teaching credentials verified by the course origination department head/chair. In this case, copies of the transcript are acceptable if the faculty member or graduate assistant has an official transcript documented either in the department or elsewhere at Virginia Tech. The course origination department head/chair or school director will submit a transcript cover sheet with alternative credential documentation when appropriate. Instructional faculty members who earned their highest degree at Virginia Tech must also obtain an official transcript from the registrar for their individual personnel file.

- **Other Qualifications Documented:** For instructors with a credential less than what is required by the SACS guidelines, the department head/chair or school director will document other qualifications with a transcript cover sheet sent to Human Resources, if the faculty member is a salaried faculty member, or Institutional Research in all other cases. If the department has questions regarding what would be considered appropriate in terms of other qualifications, they are encouraged to contact the Office of Faculty Affairs.

- **International Credentials Certified:** For faculty whose highest degree is from an international institution, the department must:
 - Complete both (1) and (2):
 - (1) Confirm the institution is listed in the *World List of Universities*. Copies of this book are located in the university registrar's office and in undergraduate admissions, and
 - (2) If the transcript is in any language other than English, the faculty candidate must submit a translated transcript as a condition of employment. The translation must come from the institution, a transcript translation service provider, or an approved Virginia Tech translator.

 - and one from (3) – (5):
 - (3) Have the translated transcript certified as equivalent by a Virginia Tech employee who is familiar with the institution and discipline,
 - (4) Have the translated transcript certified as equivalent by a professional colleague who is familiar with the institution and discipline, or
 - (5) Pay for an international degree verification service from an approved service provider such as World Education Services

- **Teaching Load/Census Date Audit:** Department heads/chairs will review the teaching load file and the online faculty roster at census date to ensure all qualifications of instructors of record are appropriately documented.