FACULTY QUALIFICATIONS FOR TEACHING
HUMAN RESOURCES CHECKLIST

☐ **Credential Information Entered in Database**: For new salaried faculty members, Human Resources enters degree information into the Banner record based on information provided on the faculty vita if the transcript is not yet available. When the original transcript and transcript cover sheet are forwarded by the hiring department, degree information is verified and reconciled with any previous Banner entries. Other qualifications are also entered in Banner from the transcript cover sheet. Discrepancies are referred to the dean's office for investigation and resolution.

For adjunct faculty (including federal employees, ROTC, and wage) and graduate students who are assigned as instructors of record, the transcript cover sheet is attached to the official transcript for the highest degree and forwarded to Human Resources. The credential information will be entered into Banner and the transcript returned to the faculty member once data entry is complete.

☐ **Faculty Members Earning Virginia Tech Degrees**: To update current employee records with recently awarded Virginia Tech degrees, Human Resources will match active employee records with degrees awarded by Virginia Tech at the end of each semester and create appropriate records in Banner for those employees. 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. Human Resources will indicate on the Banner record if the transcript has been received and such missing documentation will be flagged by regular management reports. The date, major, and degree designation for a Virginia Tech-awarded degree shall be the official student record provided by the registrar.

☐ **Audit of Degree Documentation and Credential Records**: Human Resources (in collaboration with the Office of Strategic Analysis) will produce frequent management reports to review all faculty records for missing degree information, and follow up with department contacts to obtain original documentation. Additionally, the Office of Strategic Analysis will merge the teaching load database with the Human Resources database (Banner) to identify any instructors of record who do not appear to have the credentials appropriate to their teaching role. These reports will be discussed with appropriate department chairs, deans, and the provost's office, to determine compliance.

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VIRGINIA TECH.