

TRANSCRIPT REQUIREMENTS

Having academic degree transcripts on file with the university is VCU policy. It is also in support of the accreditation requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), VCU's accrediting body.

If an academic degree is a condition of hire, then the hiring authority is responsible for informing the top candidate that they are required to submit an official seal-bearing transcript prior to their hire date. This transcript should be for the highest degree earned from the degree granting institution. Transcripts are required for all full-time and part-time faculty (tenured, tenure eligible, term, adjunct, and administrative and professional), including affiliate faculty who teach and faculty who are hired into positions at the dean level and above.

If the faculty candidate will be teaching and the content area is different from the discipline or field in which his or her highest degree was earned, then the faculty candidate must also submit any academic transcripts that demonstrate a concentration of at least 18 hours in the content area to be taught.

At this time, electronic transcripts are not accepted as many of the degree-granting institutions do not provide transcripts that meet our criteria (e.g. official seal, etc.)

If the faculty candidate who will be teaching does not hold an academic degree, then special care must be taken to acquire all other documentation that substantiates his/her qualifications for the assigned course(s). An updated CV or resume will be required. Other documentation needed is discipline-specific, but can include: licensures, certifications, publications, portfolios or creative works, and/or other professional experience.

The information regarding teaching credentialing must be included in the Xitracs software application. All transcripts must be housed in Xitracs. Teaching credentials for classes taught each semester must be housed in Xitracs, with the justification of qualifications, if needed, recorded in Xitracs.