

The SACS-COC reaffirmation of accreditation process requires provision of transcripts in PDF form for all primary instructors. In order to be positioned to easily provide these documents each reaffirmation cycle, the Provost Office requests that colleges scan the transcripts for all new faculty members at the time of hire.

### 1. Criteria for faculty transcript scanning:

- Transcripts must be obtained for all degrees that are necessary to document faculty/instructor credentials for teaching credit bearing courses. This includes FT, PT & visiting professors.
- Official transcripts are to be scanned. These are the transcripts collected during the new-hire process and stored in the Standard Personnel file as stipulated by A.R. 2-1-1.
- File submitted as PDF
- For degrees or transcripts issued by foreign universities, a translated version is required and a notarized document confirming the degree and course work is to be scanned. A list of firms providing translation services can be obtained from the Office of the Associate Provost for Faculty Advancement and Institutional Effectiveness.
- Redaction: social security number or student number if student number is suspected to hold some of the social security digits and birth date

### 2. Naming convention:

Condition 1: No difference in degree name and professional name

**Last\_First\_Middle initial\_8digitUK ID\_ degree type.pdf**

Example: Smith\_Amy\_J\_12345678\_PhD. pdf

Condition 2: If professional name is hyphenated

**Maiden-Last\_First\_Middle initial\_8digitUK ID\_ degree type.pdf**

Example: Brown-Smith\_Amy\_J\_12345678\_PhD. pdf

Condition 3: If degree in maiden name and professional name is married name

Parentheses can accommodate "alias" in name.

**Last(Maiden Name)\_First\_Middle initial\_8digitUK ID\_ degree type.pdf**

Example: Smith(Brown)\_Amy\_J\_12345678\_PhD. pdf

Condition 4: If more than 2 degrees with no difference in degree name & professional name

**Last\_First\_Middle initial\_8digitUK ID\_ degree type1.pdf**

Examples: Smith\_Amy\_J\_12345678\_MS1.pdf

Smith\_Amy\_J\_12345678\_MS2.pdf

Smith\_Amy\_J\_12345678\_PhD1.pdf

Condition 5: If more than 2 degrees with difference in degree name & professional name  
Parentheses can accommodate "alias" in name.

**Last(Maiden Name)\_First\_Middle initial\_8digitUK ID\_ degree type1.pdf**

Examples:       Smith(Brown)\_Amy\_J\_12345678\_MS1.pdf  
                  Smith(Brown)\_Amy\_J\_12345678\_MS2.pdf  
                  Smith(Brown)\_Amy\_J\_12345678\_PhD1.pdf

Condition 6: If more than 1 degree on same transcript, with no difference in professional name  
Specify both degrees in the name

**Last\_First\_Middle initial\_8digitUK ID\_ degree type\_degree type.pdf**

Examples:       Smith\_Amy\_J\_12345678\_MS\_PhD.pdf

Condition 7: If more than 1 degree on same transcript, and difference in degree name & professional name

Specify both degrees in the name  
Parentheses can accommodate "alias" in name.

**Last(Maiden Name)\_First\_Middle initial\_8digitUK ID\_ degree type\_degree type.pdf**

Examples:       Smith(Brown)\_Amy\_J\_12345678\_MS\_PhD.pdf