

**CREDENTIALS VERIFICATION CALENDAR (New Faculty Only)**

By Fall/Spring Convocation or as soon as possible thereafter, all official/unofficial transcripts are sent to the Vice Chancellor for Academic and Student Affairs or designee, who reviews qualifications for teaching in specific disciplines. When necessary, department heads/deans will explain and document unusual circumstances in writing.

Agreements for new part-time faculty must be submitted in accordance with the deadline established by the Office of Human Resources.

The Vice Chancellor for Academic and Student Affairs forwards copies of original official transcripts to the Office of Human Resources. In addition, official transcripts are filed in the Office of the Vice Chancellor for Academic and Student Affairs. If the official transcript is not submitted when the agreement is received in the Office of the Vice Chancellor for Academic and Student Affairs, the office contacts the new faculty member. Official transcripts must be received in the office by midterm.