

SACS Faculty Roster Documentation Requirements

Documents Needed for all Full & Part-time (paid) Faculty: (more detailed information described below)

1. Official Transcript
2. Current CV with revised date on the front page
3. Equivalency documents for International Graduates (ECFMG certificate—notarized copy) or document from an equivalency company.
4. Board certification letter (with current expiration date) or certificate.(notarized copy)

All faculty files for the SACS review should be kept in one central location within the department.

1. **As new faculty come on board, during the appointment process, request their official transcript and other documents** so they will be in place when needed. If a faculty member terminates, please keep all documentation on file.
2. **Official Transcripts:** A 'good faith' effort should be made to get the official transcript. Please document (copies of letters, e-mails, etc.) at least 3 attempts to get the official transcript. *It is preferred the 3 attempts are of different means (snail mail, email, registered letter, etc.).* When the institution receives an electronic transcript, you may print the electronic transcript along with the email and the email with the code. (keep the electronic version digitally filed along with the email and code to open the file) *A notarized copy of a transcript is **NOT** compliant with SACSCOC requirements!*
3. **A current CV must be kept on file** and updated annually. The current CV can be used as documentation that faculty are qualified to teach a course. It is good practice to ask the physician to put the **last updated date** on their CV.
4. **The ECFMG certificate (or notarized copy)** is adequate for showing International graduate MD equivalency. An international medical graduate will still need their official transcript.
5. **Faculty with an international PhD, will need to have their transcripts evaluated by a credentialing company for U.S. equivalency.** There are many companies that you can request equivalency reviews. The *National Association of Credential Evaluation Services*, is an association of independent, private credential services. Its members are established agencies that adhere to stringent membership requirements to ensure that members are dedicated to ethical standards and professionalism and provide high quality, reliable evaluations. The following link lists all of NACES members: <http://www.naces.org/members.html>. You may use one of these companies.
6. **A notarized copy of the board certification/recertification letter or actual certificate** is adequate. The printout from the ABMS website or each individual board website is acceptable for *confirmation* of board certification. However, we need you to keep the notarized copy of their latest board certificate or board letter on file.

Questions? Contact the Office of Faculty Recruitment, Affairs and Development, 743-3010.

(When notarizing the various copies of documents referenced above, state "This is a true copy of the original document", stamp with the notary seal, date and sign.)