

SACS Faculty Roster Documentation Requirements

Documents Needed for all Full & Part-time (paid) Faculty:
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| <ol style="list-style-type: none">1. Official Transcript2. Current CV3. Equivalency documents for International Graduates (ECFMG certificate—
notarized copy) or document from an equivalency company.4. Board certification letter or certificate.(notarized copy) |
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All faculty files for the SACS review should be kept in one central location within the department.

1. **As new faculty come on board, 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. When the institution only has an electronic transcript, you may print and notarize that it is a true copy of the electronic document. (keep the electronic version digitally filed)
2. **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.
3. **The ECFMG certificate (notarized)** is adequate for showing International graduate MD equivalency. An international medical graduate will still need their official transcript. (A 'good faith' effort should be made to get the transcript.) Please document (copies of letters, e-mails, etc.) the attempts to get the transcript.
4. **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.
5. **A notarized copy of the board certification/recertification letter or certificate** is adequate. The printout from the ABMS website is acceptable for confirmation of board certification. However, we would still like for you to keep the notarized copy of their board certificate or board letter on file.

Questions? Contact Charla Cothrin, Office of Faculty Affairs and Development, 743-7174 or charla.cothrin@ttuhsc.edu.

(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.)