



## MEMORANDUM

**TO:** TTUHSC El Paso Deans and PLFSOM Department Chairs

**FROM:** KoKo Aung, M.D., M.P.H., Vice President for Faculty Success, TTUHSC El Paso and Associate Dean for Faculty Affairs, PLFSOM *kkAung*

**DATE:** July 15, 2022

**SUBJECT:** Official Transcript Procedure for TTUHSC El Paso Faculty

The purpose of this memo is to document the uniform guidelines regarding the requirement for Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to maintain official transcripts on file for all faculty members. This documentation is crucial for TTUHSC El Paso to document faculty qualifications for teaching assignments in accordance with the *HSCEP OP 60.12* and meet the Faculty Credentialing Guidelines set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

### A. Requirement

1. Faculty members who are required to submit official transcripts include:
  - a. All full-time faculty members
  - b. All part-time faculty members
  - c. Any non-salaried faculty members who are listed as “instructor of record” for a course taught for credit (refer to *HSCEP OP 60.12* for definition and more information on “instructor of record”)
2. Degrees that require an original transcript include:
  - a. All terminal degrees held (i.e. M.D., D.O., M.B.B.S., Ph.D., Ed.D., J.D., etc.)
  - b. Any master's degrees or other degrees related to course(s) taught by the faculty if their terminal degree does not directly correspond to the course(s) being taught (i.e. M.P.H.)
  - c. Highest degree completed, for faculty members without terminal degrees
3. Transcripts must be obtained for all degrees necessary to document credentials for teaching credit-bearing courses. In most cases, this is the highest degree obtained. If a faculty member's highest degree is not in their teaching discipline, transcripts for master's or other degrees related to the course(s) taught will also be required.

### B. Official Transcript Definition

1. An official transcript is one sent from the school where the faculty member has completed a degree(s), directly to TTUHSC El Paso. Generally, an official transcript is sent in a sealed envelope from the issuing institution, is printed on the institution's official transcript paper, and bears the institution's seal and signature from the registrar or authorized individual designated by the institution.

- Each document must be an original or a copy that is issued and certified by the degree-granting institution.
  - It must be a comprehensive record of all study completed, detailing courses studied and the grades (marks) received, in the form of a transcript or yearly grade (mark) sheets.
  - Transcripts must include all degree(s)/diploma conferred. If the degree is not listed on the transcripts, a separate degree certificate must indicate the type of degree awarded and the date of award.
  - Blocking out social security numbers by computer generation through verification providers is acceptable but manually altered documents by the receiving party are not.
  - Student copies of transcripts that have been issued from the degree-granting institution directly to the faculty member are not considered to be official transcripts and will not be accepted.
2. **Electronic transcripts** are acceptable as long as they are received directly from the degree-granting institution or through a third party that is authorized to broker such transactions and that takes the responsibility for verifying the identities of both the issuing institution and the receiving institution. A record of the transaction must be kept in the faculty file to prove that the transcript was received directly from the issuing institution or through a third party. Electronic transcripts should be sent directly to [Transcript\\_elp@ttuhsc.edu](mailto:Transcript_elp@ttuhsc.edu).

### C. Individual Responsibility

1. **Faculty members** are responsible for obtaining their original, official transcripts and any related translations and foreign degree equivalency certifications as outlined in this procedure (§ E).
2. **Departmental support staff** may provide assistance with transcript requests and documentation.
3. **Department chairs** are responsible for ensuring the correct transcripts have been requested and overall compliance with this procedure by departmental faculty and prospective faculty candidates.
4. **The Office of Faculty Affairs** is responsible for TTUHSC El Paso's centralized housing of faculty members' official transcripts and documenting compliance with this procedure.

### D. Obtaining Official Transcripts – Action by Faculty Members

1. **Submission:** Faculty members should research their university's transcript request procedure and execute the request for an official transcript to be sent to the following address:

Office of Faculty Affairs  
 Texas Tech University Health Sciences Center El Paso  
 Attn: Transcript Coordinator  
 5001 El Paso Drive, MSC #21006  
 El Paso, TX 79905  
 (915) 215-5912  
[Transcript\\_elp@ttuhsc.edu](mailto:Transcript_elp@ttuhsc.edu)

2. **Cost:** Faculty members are responsible for the cost to obtain official transcripts (including necessary translations and foreign degree equivalency certifications).

3. **Reimbursement:** Individual departments may reimburse transcript, translation, and foreign degree equivalency certification fees at the discretion of the dean and/or the department chair. Reimbursement will follow the prescribed procedures outlined in *HSCEP OP 72.03*, Direct Pay Expenditures. Please note that any request for reimbursement with original receipts must be submitted within 60-days of when the expense was paid or incurred, whichever occurs first. Any reimbursements after 60-days will be considered taxable reimbursements (IRC §62(c)) to the faculty member, which must be submitted through EOPS.
4. **Transcripts Already on File:** Official transcripts previously received directly from the degree-granting institution under the auspices of TTUHSC prior to TTUHSC El Paso becoming an independent university may be accepted if the document meets the requirements for official transcripts described in this procedure.
5. **Documentation of Attempts to Obtain Transcript:** Faculty members must document attempts to request a transcript from the degree-granting institution. This is important in cases where the faculty member believes that obtaining an official transcript may not be possible. See F.1. below.

#### **E. International Transcripts from Institutions Outside the U.S.**

1. **Translation:** Official transcripts that are in a language other than English are required to be translated to English. The English translation must be prepared by the degree-granting institution or a professional translation service. It must be a word-for-word translation of the original language document. Abstract or summary translation documents are not acceptable. Faculty members are not permitted to translate their own transcripts. Official translation service resources are available on the [American Translators Association](#) website.
2. **Foreign Degree Equivalency Certification:** For non-physician faculty members who obtained their terminal degree outside of the U.S., an official evaluation of their international academic credentials must be provided from a credential evaluation agency approved by the [National Association of Credential Evaluation Services \(NACES\)](#). For physician faculty members with international medical degrees, a valid certificate by the Educational Commission for Foreign Medical Graduates (ECFMG) can be used as an equivalency verification in lieu of the foreign degree equivalency certification.
3. **Faculty members are not required to travel internationally to request a transcript in-person at universities outside of the U.S.** However, faculty members should thoroughly document all their attempts to obtain transcripts, i.e. written log of phone calls, emails, copies of mailed forms, and postal tracking information. See F.1 below.

#### **F. Exceptions for Official Transcripts**

1. **Attempts to Obtain an Official Transcript:** All attempts to obtain faculty transcripts must be documented to the fullest extent possible. Documentation of the date, method, and result of each attempt by the faculty member (or on the faculty member's behalf) to obtain an official transcript should be recorded. This will be helpful in the event attempts to obtain the transcript are unsuccessful.
2. **Extenuating Circumstances:** An exception policy for extenuating circumstances is available if the degree-granting institution 1) is closed, no longer exists, or no longer has records, and documentation confirming this circumstance has been provided; or 2) does not customarily issue official transcripts, and documentation confirming this

circumstance has been provided. The Office of Faculty Affairs will advise the department chairs and/or deans and faculty members in these situations.

#### **G. Timeline**

1. Generally, official transcripts should be received prior to a faculty member's date of hire. Faculty candidates are advised in their Letter of Intent (LOI) for employment of the requirement to submit an official transcript(s) before their employment date.
2. Occasionally, extenuating circumstances preclude receipt of transcripts by the faculty member's date of hire. In these instances, the first attempt to request official transcript(s) should be made and documented within 30-days of the faculty member's initial date of hire or at the earliest possible date.
3. Additional attempts and documentation may be required if official transcripts are not received following the first attempt. The Office of Faculty Affairs will inform department chairs and/or deans and faculty members if additional attempts are needed.

#### **H. Transcript Receipt Status and Updates**

1. The faculty member and the department chair and/or the dean or designee will be informed when the Office of Faculty Affairs receives a transcript document from their degree-granting institution.
2. Status updates regarding submitted transcripts and related documentation will periodically be provided to the academic departments and schools and the dean(s) as well as the president.

#### **I. Support**

1. For questions related to this procedure, please contact the Office of Faculty Affairs' Transcript Coordinator at [transcripts\\_elp@ttuhsc.edu](mailto:transcripts_elp@ttuhsc.edu) or call (915) 215-5912.