

# Faculty Files - Curriculum Vitae - Transcripts

## AA\_AO\_FC\_07

Responsible Officer  
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Academic Affairs  
Approving Body  
Board of Trustees  
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### **Policy Statement**

Faculty candidates are required to submit their resume, vitae, and transcripts to the university for hiring consideration.

### **Policy Procedures**

The faculty vitae are submitted during the hiring process and kept on file by the Academic Affairs office. These are also stored inside Xitracs.

Revised vitae should be sent to the Academic Affairs office annually.

New transcripts should be submitted to the Academic Affairs office if further education is achieved.

### **Compliance**

#### **TRACS**