Faculty Files - Curriculum Vitae - Transcripts

AA_AO_FC_07

Responsible Officer Sandeep Gopalan Responsible Office Academic Affairs Approving Body Board of Trustees Approval Date 2019-09 Last Revision 2019-09 Re-evaluation Date 2021

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

9