

Faculty Files - Curriculum Vitae - Transcripts

AA_AO_FC_07

Responsible Officer
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Responsible Office
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