

Faculty are required to provide official transcripts from all degree granting institutions to comply with credentialing guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). THIS MUST BE DONE AS SOON AS POSSIBLE.

- Transcripts/Evaluations for **FACULTY** appointments should be mailed to Lamar University, Office of the Provost & VP for Academic Affairs, Attn: Christy Thomas, P.O. Box 10002, Beaumont, TX 77710 or sent electronically to [officeoftheprovost@lamar.edu](mailto:officeoftheprovost@lamar.edu) (electronic instructions below).

Academic Affairs must document the qualifications for all instructors of record and have this information available upon request. Employment is contingent upon receipt of transcripts.

### **Information for Search Committees**

Electronic transcripts can be sent to the search committee as part of the screening process, these transcripts are not considered official. An official transcript is only required from the applicant selected for hire.

### **Official Paper Transcript**

Official paper transcripts should be printed on security sensitive paper and contain the University seal and signature of the University Registrar.

### **Accepting Electronic Transcript Guidelines**

An electronic transcript is one that arrives from an institution's official electronic transcript service. Only transcripts from U.S. institutions are accepted from electronic transcript services.

**Electronic transcripts must be sent directly to [officeoftheprovost@lamar.edu](mailto:officeoftheprovost@lamar.edu)** from the degree granting institution. Documents will **NOT** be accepted as official if the document is not encrypted; is delivered directly or forwarded from the faculty via email; and/or the document has been opened or accessed first by another party.

The features of electronic transcripts include several “management” options: 1) expiring the transcript once opened by the recipient; 2) watermarking the transcript when printed by the recipient; 3) limiting the number of times the transcript can be accessed or opened by the recipient.

### **Degree Not Conferred (Not applicable for Postdoc hires)**

When a degree has not yet been formally awarded to a new faculty hire, a letter of completion from the department chair or dissertation chair can be sent indicating that the faculty member has completed all degree requirements and the date that the degree will be formally awarded. The letter of completion is a temporary measure and should be mailed to Office of the Provost & VP for Academic Affairs. Once the degree has been awarded and posted to the official transcript, the faculty member is responsible for having official transcripts sent to Lamar University, Office of the Provost & VP for Academic Affairs, Attn: Christy Thomas, P.O. Box 10002, Beaumont, TX 77710.

**Accepting International Transcripts and/or Documents**

Foreign/International transcripts for all degrees that appear as part of a faculty member's credentials must undergo a credentialing evaluation for U.S. equivalency before they can be listed as part of their credentials. A credentialing evaluation is not a translation service (although that may be a required component of the evaluation process).

The selected candidate is responsible for the costs associated with evaluation/translation services. Evaluated transcripts should be mailed to Lamar University, Office of the Provost & VP for Academic Affairs, Attn: Christy Thomas, P.O. Box 10002, Beaumont, TX 77710.

- A **course-by-course** evaluation is required for transcripts for the highest degree earned.
- A **document-by-document** evaluation should be requested for undergrad transcripts, diplomas, certificates and/or licensures.

Evaluation **must be** completed by an organization that is a member of the National Association of Credential Evaluation Services (NACES). NACES members may be found at:

<https://www.naces.org/members>.