Policy Summary: Under AR 2:1-2, and the University's Academic Appointment Requirement for Teaching Credit-Bearing Courses, Original, official transcripts of terminal degrees and any lower-level degrees used to justify instructional credentials should be collected by college personnel responsible for faculty personnel files at the time of hire and retained in Standard Personnel files for all faculty employees, part-time instructors, and staff with academic appointments to teach. Transcripts for Graduate Teaching Assistants are collected and maintained by the Graduate School as part of the admissions process. Scanned copies of the transcript should be stored in the shared central electronic storage location and named using the naming conventions detailed below.

Obtaining Transcripts from Institutions other than University of Kentucky

Each college will have a process to obtain transcripts, but should follow these general guidelines:

When appointing a new faculty member or instructor, typically, the college or department **requests the transcript directly from the credential granting institution.** The instructor typically does not directly provide the transcript.

There are exceptional circumstances when original transcripts may not be available such as from institutions experiencing war or political unrest, or when the institution no longer exists. In these instances, the college obtains a notarized document attesting to the circumstances and scans along with transcript

Colleges or department personnel may need to work with their new appointee to get the appropriate waiver or release form to request the transcripts from the institution. It is allowable under university purchasing policy for the college or department to pay expenses related to obtaining transcripts (such as printing and shipping fees).

Obtaining Original Official Transcripts from the University of Kentucky
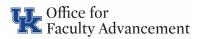
Colleges or departments may request original, official transcripts from the University of Kentucky Registrar by first obtaining an Authorization to Release Record from the person whose transcript is being requested, and then completing this online request form from the Registrar's Office: https://uky.az1.qualtrics.com/jfe/form/SV_9BOA5Tjgh3pzMZn.

The cost of each official transcript is $10. The department requesting a transcript agrees to the cost of the transaction.

Obtaining Transcripts from Institutions Outside of the United States of America

For faculty who obtained their degree from a non-U.S. institution, transcripts should be evaluated by a certified external agency for U.S. equivalency. Transcripts issued in languages other than English must be translated into English as part of the certification process. In instances where an institution does not issue transcripts with course listings, a statement from the institution attesting to that and the appropriate documentation from the institution that a degree was awarded must be provided for

evaluation. English language transcripts for which the U.S. equivalency is obvious may not need to be certified, at the discretion of the Associate Provost for Faculty Advancement. Applicants are responsible for contacting and obtaining the appropriate documentation. Evaluated transcripts should be sent directly to the hiring official. The University does not recommend any one external agency. For convenience, the following list of external agencies is provided:

Educational Credential Evaluators, Inc., (https://www.ece.org/)
P.O. Box 514070
Milwaukee WI 53203-3470

Foreign Academic Credential Services, Inc. (http://facsusa.com/)
105 West Vandalia Street
Suite 120
Edwardsville, Il 62025

International Education Research Foundation (http://www.ierf.org/)
P.O. Box 3665
Culver City, CA 90231-3665

Josef Silny & Associates, Inc. (http://www.jsilny.com/)
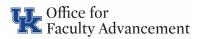7101 SW 102 Avenue
Miami, FL 33173

World Education Services (http://www.wes.org/)
2 Carlton Street, Suite 1400
Toronto, Ontario M5B 1J3
Canada

Electronic Transcripts

Electronic transcripts are acceptable if they are original, official transcripts. This means they are born digital documents provided directly from their institution or the National Transcript Clearinghouse and they contain security language and or coding within the .pdf attesting to the authenticity and security of the transcript. Scanned copies of transcripts are not considered original, official documents.

Secure Storage of Original Official Transcripts in Personnel Files

Transcripts for faculty members and instructors are to be stored in the employee's Standard Personnel File maintained by their college. Transcripts must be stored in the original, official version in which they were received, i.e. born digital documents should be stored electronically, and paper originals should be stored in paper files, though duplicate copies may be made in instances where a college keeps both electronic and paper personnel files. As part of the Standard Personnel File, these transcripts fall under section U0620 of the Kentucky Records Retention Schedule and should be retained by the college until

termination of the employee, at which point the record should be transferred to University Archives and retained for 75 years after its creation, then destroyed. Redundant copies in departments or colleges should be kept for 5 years after termination and then destroyed.

Redaction of Transcripts

Sensitive personal information data, specifically Social Security Numbers and Birth dates should be redacted on all original and duplicate copies of transcripts both paper and electronic. Closely inspect student ID numbers as some institutions use Social Security Numbers for Student ID numbers. When in Doubt, redact the Student ID number.

Scanning and Central Storage of Transcripts for SACSCOC Reaffirmation Audits

For the purposes of SACSCOC Reaffirmation, the University keeps a central library of scanned copies of faculty transcripts, which is periodically audited for compliance.

The central storage location is: \\sacsxitracs.uky.edu\InstructorTranscp*college name*.

Individuals must belong a security group to access this location. Access may be gained by contacting Diane Gagel at daine.gagel@uky.edu.

Upon receipt of a new transcript, college faculty records personnel should scan and upload the transcript as a .pdf to the central storage location. .pdf giles should be stored with the following naming convention:

Condition 1: No difference in degree name and professional name

Last_First_Middle initial_8digitUK ID_ degree type.pdf
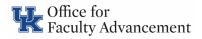Example   Smith_Amy_J_12345678_PhD. pdf

Condition 2: If professional name is hyphenated

Maiden-Last_First_Middle initial_8digitUK ID_ degree type.pdf
Example: Brown-Smith_Amy_J_12345678_PhD. pdf

Condition 3: If degree in maiden name and professional name is married name
Parentheses can accommodate "alias" in name.

Last(Maiden Name)_First_Middle initial_8digitUK ID_ degree type.pdf
Example: Smith(Brown)_Amy_J_12345678_PhD. pdf

Condition 4: If more than 2 degrees with no difference in degree name & professional name

Last_First_Middle initial_8digitUK ID_ degree type1.pdf
Examples: Smith_Amy_J_12345678_MS1.pdf
                 Smith_Amy_J_12345678_MS2.pdf
                 Smith_Amy_J_12345678_PhD1.pdf

Condition 5: If more than 2 degrees with difference in degree name & professional name
Parentheses can accommodate "alias" in name.

Last(Maiden Name)_First_Middle initial_8digitUK ID_ degree type1.pdf
Examples: Smith(Brown)_Amy_J_12345678_MS1.pdf
                 Smith(Brown)_Amy_J_12345678_MS2.pdf
                 Smith(Brown)_Amy_J_12345678_PhD1.pdf

Condition 6: If more than 1 degree on same transcript, with no difference in professional name
Specify both degrees in the name

Last_First_Middle initial_8digitUK ID_ degree type_degree type.pdf
Examples: Smith_Amy_J_12345678_MS_PhD.pdf

Condition 7: If more than 1 degree on same transcript, and difference in degree name & professional name
Specify both degrees in the name
Parentheses can accommodate "alias" in name.

Last(Maiden Name)_First_Middle initial_8digitUK ID_ degree type_degree type.pdf
Examples: Smith(Brown)_Amy_J_12345678_MS_PhD.pdf

Condition 8: If No UKID (for instance adjuncts)
Use Faculty Database Placeholder ID in place of UK ID

Last_First_Middle initial_faculty databaseID_ degree type_degree type.pdf
Examples: Smith(Brown)_Amy_J_X0345678_MS_PhD.pdf