Old Dominion University *Teaching and Research Faculty Handbook*

Faculty Credentialing Records Policy

All faculty members, including full- and part-time instructors and graduate assistants who are the instructors of record, are required to provide copies of their official transcripts directly from the issuing institution(s) for all graduate coursework completed and a current vita to the Division of Academic Affairs. Academic Affairs, in consultation with departments, is responsible for verifying and certifying the authenticity of academic transcripts. The Division of Academic Affairs will maintain copies of academic transcripts. VHS Faculty Affairs is responsible for verifying credentials within the School of Medicine (SoM) and School of Health Professions (SHP). Faculty members should ensure their credentialing records on file, including transcripts, certifications, licenses, etc., are current. Faculty records should be retained for five years after resignation, separation, or termination.

Employment records are maintained in the Division of Talent Management and Culture, and payroll records are maintained in the Payroll Office. Other faculty activity and credentialing records are stored electronically by Academic Affairs.

-Approved by the provost and vice president for academic affairs
September 5, 2003;
Revised September 23, 2014;
Revised November 8, 2016;
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