



Credentials Verification for Faculty & Professional Staff

Policy Statement

It is practice of the College of Southern Nevada that all faculty (including Letter of Appointment Part-Time faculty) within the College shall require a bachelor's degree or appropriate professional experience in lieu of post-secondary education equivalent to such a degree and that all such academic degrees shall have been awarded by regionally accredited institutions. All vacancy announcements or advertisements for faculty and professional staff positions shall include explicit reference to this requirement. This applies to all permanent and temporary faculty appointments.

Reason for Policy

As public institution of higher education committed to excellence in teaching and public service and which is accredited by the Northwest Association of Schools and Colleges, the College of Southern Nevada must ensure that academic faculty and professional staff possess appropriate academic credentials commensurate with the requirements of their positions and that academic degrees, where required, have been awarded by regionally accredited institutions.

Entities Affected by This Policy

Faculty:

Applies to all permanent and temporary faculty appointments.

Professional Staff:

Applies to all permanent and contract professional staff appointments (on A & B contracts). Does not apply to temporary professional staff on Letters of Appointment.

Who Should Read This Policy

Appointing Authorities.

Procedures

For academic faculty, the Office of the Executive Vice President and Provost shall be responsible for obtaining the academic credentials of all individuals hired and for verifying that such credentials meet the requirements for the position and have been issued by regionally accredited institutions.

Credentials verification records shall be forwarded to the Office of Human Resources for inclusion in employee personnel files.

For administrative faculty and other professional staff, the Office of Human Resources shall be responsible for verifying the academic credentials of all individuals hired and for maintaining documentation that such credentials meet the requirements for the position and have been issued by regionally accredited institutions.

For applicants who have earned their degrees outside the United States, the applicant must have their transcripts evaluated by an approved evaluator if their college or university is not listed in the most recent edition of *Accredited Institutions of Postsecondary Education*, published by the American Council on Education in consultation with the Council for Higher Education Accreditation. Evaluations of non-U.S. degrees may be obtained from any one of the entities listed in the appendix to this policy. The expense of the evaluation shall be borne by the applicant and the evaluation must be forwarded directly to the CSN appointing authority.

Consequence of Non-Compliance

If transcripts have not been provided or verification of academic credentials has not occurred prior to the effective date of employment for faculty or professional staff, appointments to such positions shall be expressly contingent on the employee providing satisfactory evidence of academic credentials or degrees claimed in curriculum vitae or resumes in support of their candidacy for employment. Transcripts or verification of academic credentials shall be completed no later than 30 calendar days from the effective date of employment. Falsification or misrepresentation of academic credentials or degrees or evidence that degrees offered in support of candidacy for employment have been issued from non-accredited institutions shall invalidate the employment contract (if already issued) and shall be grounds for immediate separation from employment. Failure to provide official transcripts verifying degrees obtained within 30 days of the beginning date of employment may result in immediate termination of employment without recourse to any of the provisions of the Nevada System of Higher Education (NSHE) Code, Chapters 5 and 6.

ACCEPTANCE OF FOREIGN TRANSCRIPTS

Applicants who have earned their degrees outside of the United States must have their educational transcripts evaluated by an approved evaluator if their college or university is not listed in the most recent edition of the Higher Education Directory, published by Higher Education Publications, Inc. Evaluations of non-U.S. degrees may be obtained from any one of the following entities. Expense of the evaluation shall be borne by the applicant and the evaluation must be forwarded directly to the CSN Division of Human Resources Office, W40E, 6375 West Charleston Blvd., Las Vegas, NV 89146. Questions may be directed to CSN Division of Human Resources at 702-651-5800 or HRcustomerservice@csn.edu

The College of Southern Nevada Accepts Foreign Educational Transcripts from the following vendors:

Center for Applied Research, Evaluation & Education, Inc.

P.O. Box 18358
Anaheim, CA 92817
Telephone: (714) 237-9272
Fax: (714) 237-9279
Web Page: www.iescaree.com

Education Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, WI 53203-3470
Telephone: (414) 289-3400
Fax: (414) 289-3411
Web Page: www.ece.org

World Education Services, Inc.

P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Telephone: (212) 966-6311
Fax: (212) 739-6100
Web Page: www.wes.org/index.asp

Foundation for International Services, Inc.

505- 5th Avenue South, Suite 101
Edmonds, WA 98020
Telephone: 425-248-2255
Fax: 425-248-2262
Web Page: www.fis-web.com



Credentials Verification for Faculty & Professional Staff

NOTE TO FOREIGN GRADUATES: Even if your transcripts are printed in English, you still need to have the Foreign Credential Evaluation. We need a translation of the degree program you completed to give us the equivalent to degree programs awarded in the United States.

Failure to submit the necessary foreign equivalency document (s) in a timely manner may have an adverse impact on your initial salary placement.
