


Managing transcript requests/delivery for processing by AARM:

Candidate chosen for a permanent or temp faculty position must have official undergraduate and graduate transcripts for degrees awarded/confirmed, as well as official transcripts reporting course work completed to date.

This applies to BoT contingent hires into permanent faculty positions and TE hires and Teaching Assistants listed as instructor of record with faculty mentor listed for whom master or doctoral level course work in discipline is required to meet qualifications for certification.

STEP 1: Sharing important information with new hires on how to request and where to send electronic transcripts

Please share the following information with all new hires as soon as possible, following verbal confirm of offer – it is posted here so that you can copy and paste the information into an email or as reference should you be sharing the info verbally:



Electronic transcripts are required when offered by the issuing institution and should be requested** as soon as possible.

Email to be given to issuing institution is:

aarmtranscripts@uncw.edu (Academic Affairs Resource Management)

****If a contact name is required to complete the request, use the department chair or departmental point of contact assisting you with collection of your hiring packet forms and paperwork.**

Note: Hard copy transcripts delivered via US Postal Service should be sent to:

**UNCW, Academic Affairs Resource Management
601 South College Road
Wilmington, NC 28403-5675**

Scroll down for step 2:

Step 2: Information hiring department official or designee needs to submit once verbal offer has been accepted

The **UNCW designated representative** assisting in the collection of the required personnel hiring packet paperwork and forms should then email armtranscripts@uncw.edu alerting AARM that electronic transcripts may be incoming for this individual.

BEFORE you send the the completed template, as a separate, *stand alone email for each new hire*, please check to to sure the following steps have been completed:

Enter info into subject line of email: *LAST Name, FIRST Name*

-Cut and paste the template below into the body of the email and complete information available:

***if known, include maiden name for new hires with name changes when info is available so that AARM can more easily match incoming transcripts to new hires reported via the template.*

Name:

BANNER ID:

Academic Rank and/or Position Title:

Position Number:

Hiring Department:

Start Date:

Chair/Director/Administrator (supervisor of position):

Contact for follow up if different from supervisor listed above:

Faculty and EHRA non-faculty hires into permanent positions please complete all information lines

Position: for faculty use academic rank - Lecturer, Assistant Professor, Associate, Professor
for non-faculty use position title from vacancy posting

Position number: faculty hires only, via PA7 or your Unit Business Officer

TE (temp faculty and temp non-faculty hires) please enter Name, Position and Start Date

Position: please indicate **TE faculty** or **TE non-faculty**

Hire Date: Start Date- enter semester and year for TE fac; first day of work for TE non-faculty

FAQs:

Transcripts incorrectly ordered/incoming and received via email by dept/unit representatives should to be forwarded exactly as received to armtranscripts@uncw.edu . Please enter last name, first name in subject line before forwarding.

The AARM mailbox will be monitored daily and transcripts received will be processed and loaded for viewing within 24-48 hours once all required information is received by AARM.

Email confirmations will continue to be sent to the attention of the dean/associate dean; department chair/school director and cc'd to associated admin support personnel

AARMtranscripts@uncw.edu is only intended for receipt of incoming transcripts and templates. Department chairs/directors and admiins are asked to to contact their Dean's office for assistance if there are questions or issues. AARM is always back up if they are unavailable to assist.

New hires should be directed to correspond their their department/school contact

AARM Primary contact Susan Gray x2 3848 or grays@uncw.edu

Second point of contact: Rhianna Radabaugh x2 2665 or radabaughr@uncw.edu