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### Credentialing Required for:

- EHRA employees, including:
  - Full-time
  - Part-time
  - Faculty
  - Non-faculty (non-teaching)
- Graduate assistants teaching as instructors of record
  - Responsible for entering grades

### Do Not Credential:

- Adjunct faculty
- SHRA employees
- Graduate assistants *not* teaching as instructors of record
  - May support a faculty instructor of record without credentialing
  - Cannot enter grades; must be done by the instructor of record
Start Here after verbal offer is accepted. Begin credentialing 1-6 months before the start date.

Department requests hiring packet documents from the hire via email.

(Faculty hires only)
Department sends incoming transcripts template to aarmtranscripts@uncw.edu

(Part-time hires only)
Department submits employee record update to HR through SeaNet.

(Faculty hires only)
Department submits hiring packet documents via email to the CAS dean’s office, including new hire email template.

(CAS dean’s office reviews for compliance and emails packet to aarmpersonnel@uncw.edu for further approvals at.)

AARM, HR, and Budget review for compliance and approve as needed.

Hire completes a Form I-9 and E-Verify with HR before the first day of work.

Hire is activated as an employee by AARM. CAS dean’s office notifies hiring department that credentialing is complete.

Employee is now eligible to be paid through FLAC or EPAF. Faculty can be assigned as the instructor of record to courses.

Part-time EHRA employees must be re-credentialed every 5 years while they are active.

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Submitting Hiring Packets Electronically

Email Submission Instructions

1. Email completed electronic hiring packets to the CAS Dean’s Office.
2. Attach all hiring packet documents to the email.
3. Email subject indicates if hire is TE (temporary EHRA) or FT (full-time), followed by the hire’s last name (e.g. TE Hire – Williams).
4. Email submission template includes hire’s information in the body of the email (see below).
5. Original mailed transcripts should be delivered to the CAS dean’s office in Bear 146 if received.

Email Submission Template

Email Subject: TE or FT Hire – (Last Name)

Email Body: Fill in the following details

TE Faculty (teaching), TE Non-Faculty (non-teaching), GTA instructor:
Full name of hire, including other names used (e.g. maiden):
Banner ID (required if they have one):
Start date:
Hiring department:

Email Example:

TE Faculty (teaching), TE Non-Faculty (non-teaching), GTA instructor: TE Faculty
Full name of hire, including other names used (e.g. maiden): Anna Tristen Williams (maiden: Turner)
Banner ID (required if they have one): 850123456
Start date: 1/13/2020
Hiring department: Creative Writing
### Requirements by Hire Type Chart

<table>
<thead>
<tr>
<th></th>
<th>Permanent Faculty (Full-Time)</th>
<th>Part-Time Faculty (Temporary TE)</th>
<th>GTA Instructors of Record</th>
<th>Permanent Non-Teaching EHRA</th>
<th>Part-Time Non-Teaching EHRA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vitae or Resume</strong></td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
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<td><strong>Official Transcripts for all degrees</strong></td>
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<tr>
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<tr>
<td><strong>Recommendation Letters</strong></td>
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<tr>
<td><strong>Verification of Educational Credentials</strong></td>
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<td>Required</td>
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</tbody>
</table>
Hiring Packet Checklists by Hire Type

Click on the type of hire below for specific hiring packet instructions.

- Full-Time Faculty
- Temporary Part-Time Faculty
- Full-Time Non-Faculty (Non-Teaching)
- Part-Time Non-Faculty (Non-Teaching)
- Faculty Exceptions (Does Not Meet Minimum Requirements)
- Graduate Assistant (Instructor of Record)
Full-Time Faculty Hiring Packet Checklist

Required Documents
✓ Curriculum Vitae or Résumé
✓ Personnel Record Data Sheet
✓ Official Transcripts for each degree
✓ Certification of Credentials
✓ 2-3 Recommendation Letters

Completed by the Dean’s Office
• Intent to Offer Letter
• HR 3.35 Form

Additional Requirements
• Cleared Background Check
• Form I-9 and E-Verify with HR

Minimum Qualifications for Teaching

✓ Faculty teaching baccalaureate / undergraduate courses: Doctoral or master’s degree in the teaching discipline, or master’s degree with a concentration in the teaching discipline (minimum 18 graduate semester hours in the teaching discipline) from a regionally accredited institution.

✓ Faculty teaching graduate & post-baccalaureate courses: Earned doctoral/terminal degree in the teaching discipline or a related discipline from a regionally accredited institution.

➢ If the hire does not meet the minimum qualifications for teaching listed above, please include exception supporting documentation with the hiring packet.
Part-Time Faculty Hiring Packet Checklist

Required Documents
- Curriculum Vitae or Résumé
- Personnel Record Data Sheet
- Official Transcripts for each degree
- Certification of Credentials

Optional Documents
- Recommendation Letter(s)

Additional Requirements
- Cleared Background Check
- Form I-9 and E-Verify with HR

Minimum Qualifications for Teaching

- **Faculty teaching baccalaureate / undergraduate courses:** Doctoral or master’s degree in the teaching discipline, or master’s degree with a concentration in the teaching discipline (minimum 18 graduate semester hours in the teaching discipline) from a regionally accredited institution.

- **Faculty teaching graduate & post-baccalaureate courses:** Earned doctoral/terminal degree in the teaching discipline or a related discipline from a regionally accredited institution.

  - If the hire *does not* meet the minimum qualifications for teaching listed above, please include exception supporting documentation with the hiring packet.
Graduate Teaching Assistant Hiring Packet Checklist

Required Documents

- Curriculum Vitae or Résumé
- Personnel Record Data Sheet
- Official Transcripts for each degree, including graduate-level coursework
- Certification of Credentials

Additional Requirements

- Form I-9 and E-Verify with HR

Minimum Qualifications for Teaching

- **Graduate teaching assistant designated as instructor of record**: master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline from a regionally accredited institution, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.
  
  - Graduate teaching assistants who *do not* meet the minimum qualifications are *not* permitted to teach as instructors of record.
  - Alternately, faculty instructors of record can benefit from graduate assistant support by:
    - Giving the GTA access to the course(s) in Blackboard
    - Copying the GTA on emails to the course listserv
    - Inputting grades from assignments the GTA has graded
# Non-Faculty (Non-Teaching) Hiring Packet Checklist

## Full-Time Non-Teaching

### Required Documents
- ✓ Curriculum Vitae or Résumé
- ✓ Personnel Record Data Sheet
- ✓ Verification of Educational Credentials
- ✓ 2-3 Recommendation Letters

### Completed by the Dean’s Office
- • Intent to Offer Letter
- • HR 3.35 Form

### Additional Requirements
- • Cleared Background Check
- • Form I-9 and E-Verify with HR

## Part-Time Non-Teaching

### Required Documents
- • Curriculum Vitae or Résumé
- • Personnel Record Data Sheet
- • Verification of Educational Credentials

### Additional Requirements
- • Cleared Background Check
- • Form I-9 and E-Verify with HR
Faculty Exceptions
(Does Not Meet Minimum Qualifications)

Minimum Qualifications for Teaching

- Faculty teaching baccalaureate / undergraduate courses: Doctoral or master’s degree in the teaching discipline, or master’s degree with a concentration in the teaching discipline (minimum 18 graduate semester hours in the teaching discipline) from a regionally accredited institution.

- Faculty teaching graduate & post-baccalaureate courses: Earned doctoral/terminal degree in the teaching discipline or a related discipline from a regionally accredited institution.

In addition to the hiring packet documents, a faculty hire who does not meet the minimum qualifications above must provide the additional evidence below of his/her qualifications to teach.

Required Documents for Exceptions

1. **Statement of justification from the hiring official on letterhead:** a letter summarizing the prospective hire’s qualifications as demonstrated by the external evidence provided.

2. **External evidence/documentation of credentials & competency:** may include recommendation letters, honors, awards, book reviews, etc.

3. **External evaluations:** may include teaching evaluations, language exams, external degree completion certifications, honors, awards, etc.
Official Transcripts

☑ Required for: hires teaching courses
☒ Not applicable for: non-teaching hires

Note: Official transcripts are required for all degrees, including relevant coursework for in-progress degrees.

Requirements for Transcripts

• Official transcripts must be sent directly to UNCW by awarding institutions.
• Copies, scans, and unofficial transcripts are not acceptable per SACS requirements.
• Transcripts that have been issued to the hire or intercepted by the hire are not acceptable.
• The hire is responsible for the cost of transcripts, but the department may reimburse with trust funds if desired.

➢ Electronic transcripts are required when available.
  • If electronic transcripts will be provided, follow the AARM electronic transcript instructions.
  • Departments must email the incoming transcript template to aarmtranscripts@uncw.edu in advance. Include the Banner ID and position number if applicable. Include other names the hire has used (e.g. maiden names).
  • Emailed transcripts must be sent to aarmtranscripts@uncw.edu directly from the institution.

➢ Mailed transcripts must be addressed to the chair/director and mailed directly to the department from the institution.
  • Original, official mailed transcripts must be delivered to the CAS dean’s office.

Transcripts from Other Countries

If the highest degree awarded is from a non-U.S. institution, transcripts must be evaluated for U.S. equivalency by a transcription service such as World Education Services (www.wes.org), even if the transcripts are in English. The hire should:
  1. Create an account with the evaluation agency.
  2. Request to have official transcripts sent directly from the awarding institution to the evaluation agency.
  3. Request that the evaluation agency send the official evaluation to aarmtranscripts@uncw.edu.
  4. AARM will notify the department once the evaluated transcripts have been received and loaded into WebNow.

Note: This is only required for the highest awarded degree being used for credentialing. It is not necessary for foundational or supporting degrees, although official transcripts are still required for those.
Personnel Record Data Sheet

- **Completed by:** hire
- **Required for:** all EHRA and GTA instructors

### Steps for Completing the Form

1. Hire enters their **personal information** as of the date the form was completed.
2. Hire clicks the link to determine their **CIP codes** (Classification of Instructional Programs). These codes are required for each degree listed and are essential for HR purposes.
3. Hire lists the **CIP code** for each degree they have been awarded. If a degree is in progress, they should write “Expected 20XX.”
4. Hire lists their **teaching experience** to date, including the rank/position and dates employed for each position.
5. Hire signs the document with a digital Adobe signature.

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<table>
<thead>
<tr>
<th>Degree</th>
<th>Month/Day/Year Received</th>
<th>Institution Granting Degree</th>
<th>Six digit CIP Code (Major Field)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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8. **Credential Verification Statement:**

North Carolina law requires notice to every applicant for state employment that willfully providing false or misleading information or failing to disclose relevant information shall be grounds for rejection of an application or later disciplinary action or criminal prosecution. Criminal from employment shall be mandatory in any case in which a false or misleading representation is made in order to meet position qualifications. The employer is required by law to verify an applicant's representations about credentials and other qualifications relevant to employment. By executing this employment form, you authorize the release to The University of North Carolina at Wilmington of any document or information within the possession of a third party, such as an educational institution or licensing board, that may serve to verify representations made by you in this employment application.

This form is part of the EPA hiring packet and should be submitted by the hiring division, college or school to Human Resources along with Form HR 1.35 or Form HR 3.35, official transcripts (for permanent or temporary hires within the Division of Academic Affairs), vitae/resume, three letters of reference (for permanent hires within the Division of Academic Affairs) and Certification of Credentials (for permanent 9-month faculty hires or administrative hires with faculty appointments.)
Verification of Educational Credentials

- **Completed by:** hire
- **Required for:** non-teaching hires
- **Not applicable for:** hires teaching courses

**Steps for Completing the Form**

1. Hire enters their name, DOB, Banner ID (if available), and the date of hire.

2. Hire enters information regarding the highest awarded degree only. Foundational degrees do not need to be reported on this form. If the degree was awarded under a different name, they should record the name that would be listed on their official transcripts.

3. Hire signs the document with a digital Adobe signature.
Certification of Credentials Form

- **Completed by:** chair/director
- **Required for:** hires teaching courses
- **Not applicable for:** non-teaching hires

**Note:** If the employee is hired by multiple units, a certification is required from each hiring official.

**Steps for Completing the Form**

1. Type in the top portion of the form, including the Banner ID if one exists. List the highest degree awarded as it is shown on the official transcripts (e.g. M.S. Marine Biology, UNC Wilmington).
2. Indicate whether the degree is terminal for the teaching field or not.
3. List the courses the hire is qualified to teach. If they can teach a range of courses, list them on the grouping line with the course numbers (e.g. ENG 101-201). Courses can be listed on individual lines (required for graduate-level courses). If the courses will not fit on one form, email the list of courses to the dean’s office.
4. If necessary, explain how the candidate’s credentials qualify him/her to teach.
5. Check the appropriate box for the type of hire. If a graduate teaching assistant, list the name and title of the GTA supervisor.