



University of Western States (UWS) requires academic and administrative faculty members, academic administrators, executive administrators, and individuals holding other key professional positions within the university and clinic system to verify post-secondary academic credentials. All academic degrees must have been awarded by a regionally accredited institution or international equivalent, as determined by UWS. Transcripts or verification of academic credentials are 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, are considered grounds for disciplinary action, and may include immediate termination of employment.

For academic faculty, the office of academic affairs is responsible for obtaining the academic credentials of individuals hired, including verifying that such credentials meet the requirements for the position and have been issued by regionally accredited institutions. Credential verification records are forwarded to the office of human resources for inclusion in employee personnel files.

For administrative faculty, university administrators, and other professional staff, the office of human resources is responsible for verifying the academic credentials of individuals hired, including maintaining documentation that such credentials meet the requirements for the position and have been issued by regionally accredited institutions.

Applicants who have earned their degrees outside the United States are required to have their transcripts evaluated by an evaluator approved by UWS. A list of approved foreign credential evaluators is maintained by the office of human resources. In all instances, the expense of obtaining and evaluating transcripts is the responsibility of the applicant.

Related Policies: [Policy 3413 Introductory Employment Period](#)
 [Policy 3415 Faculty License Requirement](#)

Keywords: credential, employment, evaluation, transcript, verification