

**3356-7-24 Recognition, publication, and support of employee degrees.**

- (A) Policy statement. The university recognizes only credits and degrees awarded by regionally accredited or other U.S. department of education-approved post-secondary institutions in the United States or by equivalent foreign institutions.
- (B) Purpose. These procedures are designed to help assure that the university employs qualified individuals, to assure that employees' qualifications are accurately presented to the public, and to ensure that university-supported employee study toward degrees is undertaken at accredited institutions in appropriate fields. Employees covered by collective bargaining may also refer to their respective labor agreements.
- (C) Definitions.
- (1) Accredited postsecondary institutions: Those institutions identified by one of the seven regional institutional accrediting agencies or other appropriate professional organizations recognized by the U.S. department of education as meeting certain academic standards and expectations. A database of such institutions is available on the website of the council for higher education accreditation ("CHEA").
- (2) Equivalent foreign institutions: Institutions, typically recognized by a national ministry of education or an appropriate agency of the provincial (or state) government approved by the provost/vice president for academic affairs. In determining whether a foreign institution is equivalent, the provost/vice president for academic affairs may appoint a committee to make a recommendation. ~~The or consult the~~ regional accrediting agencies and other organizations, such as the American association of collegiate registrars and admissions officers ("AACRAO"), ~~may be consulted in evaluating credentials from foreign institutions.~~
- (D) Procedures.
- (1) Verification of credentials.
- (1)(a) The academic department chairperson or department/unit supervisor forwarding recommendations for employment

for which a degree is required must include an official transcript of the candidate's academic preparation. The transcript must show a pattern of academic preparation appropriate to the position for which employment is recommended.

- ~~(2)~~(b) Upon receipt, the dean/executive director will review the recommendation for employment and supporting materials. If appropriate, these materials will be forwarded to the ~~provost/~~ applicable vice president for approval.
- ~~(3)~~(c) Upon approval of an appointment, the ~~provost/~~ applicable vice president will forward the official transcript and supporting materials to the office of human resources.
- ~~(4)~~(d) The office of human resources will verify that the transcript is from an accredited post-secondary institution or equivalent foreign institution. Upon verification, a letter of appointment and related information will be initiated.
- ~~(5)~~(e) The office of human resources will maintain the official record of the degrees held by each employee. The record will be changed only by request of the ~~provost/~~ applicable vice president upon receipt of an official transcript from an accredited postsecondary institution or equivalent foreign institution.
- ~~(6)~~(f) Only those degrees officially recorded by the office of human resources may be listed for any employee in any university publication.
- ~~(7)~~(g) When listing degrees and degree-granting institutions:
  - ~~(a)~~(i) Names of institutions shall be listed as they were at the time the degree was earned.
  - ~~(b)~~(ii) Degrees from foreign institutions shall appear in untranslated form.

~~(e)~~(iii) Degrees shall appear as worded on the official transcript or diploma.

(2) Application for support to complete an advance degree.

- ~~(8)~~(a) In advance of making application, employees interested in receiving support to pursue further education must consult with the department chairperson/director regarding the intended field of study and institution they expect to attend. ~~The work must be taken~~ The office of human resources will verify that the employee is eligible for benefits and that the program of study will be pursued at an accredited postsecondary institution or equivalent foreign institution and ~~must be~~ is in a field appropriate to the employee's teaching assignment or area of responsibility. Exceptions may be granted under certain circumstances, e.g., an employee retraining for a different teaching field or area of responsibility.
- ~~(9)~~(b) If there is agreement regarding the institution and field of study, the employee will submit a written proposal to the department chairperson/director identifying the institution and the field of study.
- ~~(10)~~(c) The department chairperson/director will forward the employee plan to the dean/executive director for review. If appropriate, the plan is then forwarded to the ~~provost/~~ applicable vice president for approval.
- ~~(11)~~(d) The employee has a responsibility to keep the department chairperson/director apprised of progress being made toward the completion of the plan.
- ~~(12)~~(e) Upon completion of the plan and the attainment of a degree, the employee must submit an official transcript verifying the degree to the office of human resources, which maintains the official record of degrees for employees.

Effective: 04/23/2016

CERTIFIED ELECTRONICALLY

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Certification

04/13/2016

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