Managing electronic 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.

Two steps:

1) Following the verbal confirmation of offer, new hire should be informed that:

   Electronic transcripts are required when offered by the issuing institution and should be requested as soon as possible. The following contact info and email to be given to issuing institution is:

   Susan Gray at aarmtranscripts@uncw.edu

   **Processing of hard copy transcripts received via US Postal Service should continue to be sent to the collection point in the Unit/Department where it should be opened, reviewed for information needed to complete the Certification of Credentials form and be included in/routed forward with the hiring packet materials.

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

   -Please enter the follow into Subject Line of the email: Incoming transcripts

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

   Name:
   BANNER ID:
   Academic Rank or Position Title:
   Position Number:
   Hiring Department:
   Hire Date / Start Date:
   Contact for follow up if different from sender:

   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
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

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

Second point of contact: Rhianna Sloan x2 2665 or sloanr@uncw.edu

During the transition to this new process:

****Transcripts already ordered/incoming and received by dept/unit representatives to be forwarded to AARM for processing continue to forward them to grays and cc sloan.