

Evaluation of Foreign Teaching Credentials

Overview

Academic departments at the University of South Florida are responsible for ensuring that all instructors of record for credit-bearing courses are credentialed for the courses they teach (USF Policy #10-115 – Appendix A). In those instances where a faculty member is being credentialed by a degree and/or graduate credit hours from an institution in another country, the faculty member must obtain an independent evaluation of teaching credentials. The evaluation must be completed by an evaluation service acceptable to the University or an internal entity charged with this function. Costs, if any, associated with this service are the responsibility of the faculty member.

Documentation

Foreign degrees must be evaluated by an agency certified by the National Association of Credential Evaluation Services (NACES) or, in the case of MDs, by the Federation of State Medical Board's Federation Credentials Verification Service. A course-by-course evaluation is necessary for all degrees used to establish credentials for teaching. Transcripts and documents that are issued in a language other than English must be accompanied by a literal English translation. The translation/evaluation must include a course-by-course assessment with grades or marks and credit hours equated to the U.S. System.

The credential evaluation must be submitted to the USF Human Resources Department by the service performing the evaluation and must include a copy of the original document along with an English translation. These documents must be provided at the time of initial employment and prior to the faculty member teaching the course. If the faculty member is later assigned to teach in a different discipline, additional documentation may be required.

NACES-certified Credentialing Agencies

Following is a partial list of credential evaluation services.

Academic Evaluation Services, Inc.

Hidden Valley Parkway,
Suite 110 Tampa, FL 33637
Phone: 813-374-2020
Email: info@aes-edu.org
Web: www.aes-edu.org

Educational Credential Evaluators, Inc.

P. O. Box 514070
Milwaukee, WI 53203-3470
Phone: 414-289-3400
Fax: 414-289-3411
Email: eval@ece.org
Web: www.ece.org

Faculty Credentialing Guidelines

Josef Silny and Associates, Inc.

7101 SW 102nd Avenue

Miami, FL 33173

Phone: 305-273-1616

Fax: 305-273-1338

Email: info@jsilny.com

Web: www.jsilny.com

Additional NACES-certified evaluators