Evaluation of Foreign Teaching Credentials

Overview
Academic departments at the University of South Florida are responsible for insuring 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) to establish their equivalency to American degrees. 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.

Approved Credentialing Agencies
Follow is a list of credential evaluation services that have been approved by USF.

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

American Association of Collegiate Registrars and Admission Officers
Office of International Education Services
One Dupont Circle NW, Suite #520
Washington, DC 20036-1135
Phone: 202-296-3359
Fax: 202-822-3940
Email: ies@aacrao.org
Web: www.aacrao.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

**Academic Evaluation Services, Inc.**  
5620 E. Fowler Ave, Suite E  
Tampa, FL 33617  
Phone: 813-374-2020  
Fax: 813-374-2023  
Email: info@aes-edu.org  
Web: www.aes-edu.org

Additional recommended services can be found at www-naces.org.