

**AOP-10-23-07-03 (Revised 08/04/09)**  
**VALIDATING INTERNATIONAL FACULTY**  
**TRANSCRIPTS FOR EQUIVALENCIES**

It is the policy of Troy University to ensure that all teaching faculty possess the academic preparation, training, and experience to teach in an academic setting and meet or exceed the minimum requirements of accrediting bodies and state agencies. This policy applies to all full-time and part-time teaching faculty and teaching assistants regardless of the teaching location.

Only course work and degrees granted by a regionally accredited college or university, or an acceptable evaluation of foreign course work and degrees will be accepted for credentialing faculty members. All official transcripts from universities outside the United States must be submitted to Troy University along with an institutionally transcribed transcript in English and an approved credential evaluation services evaluation report at the time of hire. Applicants who cannot obtain an institutionally translated faculty transcript may obtain a translation utilizing the services of the following approved credential evaluating services.

The two credential evaluating services approved by the university are: American Association of Collegiate Registrars and Admissions Officers (AACRAO) or Educational Credential Evaluators, Inc. (ECE).

**AACRAO**

1 Dupont Circle, NW, Suite 520  
Washington, D.C. USA 20036  
Telephone: 1-202-293-9161  
Fax: 1-202-872-8857  
[www.aacrao.org](http://www.aacrao.org)

**Educational Credential Evaluators, Inc. (ECE)**

P.O. Box 514070  
Milwaukee, WI 53203-3470  
Telephone: 1-414-289-3400  
Fax: 1-414-289-3411  
[www.ece.org](http://www.ece.org)

**APPROVED BY ACADEMIC STEERING COMMITTEE, OCTOBER 23, 2007**

**OPR: DR. DIANNE BARRON**

**Updated: 07/27/09 Approved by ASC 08/04/09**