



COASTAL CAROLINA UNIVERSITY

Record Group 355

OFFICE OF THE PROVOST

17237 FACULTY CREDENTIALING RECORDS

Description

Created to ensure the highest quality of instruction for students. Records are used each semester until the faculty member is no longer teaching at the university. Information includes faculty roster forms; credentialing forms; curriculum vitae or resumes; official transcripts that include name, address, social security number, identification number, phone number, birth date, coursework and related grades, and degrees awarded; and supporting documents for alternative qualifications.

Retention

Active Faculty Records: 5 years after inactive, destroy.

Records of Persons Never Employed by the University: 2 years, destroy.

SCHEDULE APPROVED 05/20/16