

Transcript Guide for Faculty Appointments

The University of Houston appoints all tenured, tenure track and non-tenure track faculty and instructors of record in accordance with the Southern Association of Colleges and Schools Commission on Colleges Faculty Credentialing Guidelines ([PDF](#)).

All faculty offers are contingent upon receiving original transcripts showing the terminal academic degree before employment begins at the University of Houston. Below are general guidelines to assist with completing the requirement.

Paper transcripts

Original hard copy paper transcripts can be mailed to our office or dropped off at the Security Desk in E. Cullen.

<i>Attention/Department:</i>	<i>Faculty Affairs-Office of the Provost</i>
<i>School/Institution/Company:</i>	University of Houston
<i>Address:</i>	4302 University Dr. Rm 206
<i>City, State, Zip Code</i>	Houston, TX 77204
<i>Telephone #:</i>	713-743-9168
<i>Recipient Email:</i>	facultyaffairs@uh.edu

Electronic Transcripts

Electronic transcripts can be sent directly to the University of Houston Office of Faculty Affairs from the awarding institution. The email address is facultyaffairs@uh.edu.

Transcripts sent directly to the faculty member are not considered official.

*Special Note on Orders from Parchment

When ordering from Parchment (a third party that several universities use for transcript requests), the transcripts need to be requested to go to "another individual". There will be a free-text field in which facultyaffairs@uh.edu should be typed in as the recipient email.

Do not select the University of Houston from the dropdown option. The transcripts will be sent to the Student Admissions office, and our office cannot access them for employment purposes.

International Transcripts

Transcripts from International universities require a degree equivalency evaluation. The evaluation does not need to be course by course, only the degree equivalency. A list of external organizations that can provide the degree equivalency is available online: <https://www.naces.org/members>. The evaluations can be submitted electronically to our office at facultyaffairs@uh.edu.

Questions related to transcripts can be directed to the University of Houston Office of Faculty Affairs. Email at facultyaffairs@uh.edu or call 713-743-9168.