



C. Fred Higgs III
Interim Vice Provost for Academic Affairs

TO: New Faculty or other Teaching Appointee
FROM: Dr. C. Fred Higgs III, Interim Vice Provost for Academic Affairs
SUBJECT: **Documentation of Highest Degree**

A handwritten signature in black ink that reads "C. Fred Higgs III".

Welcome to Rice! I look forward to meeting you and learning more about your contribution to our academic community. But first, some business.

Proof of your highest, terminal degree must be provided in one of the following ways directly to the office of the Vice Provost for Academic Affairs (VPAA):

1. Have your educational institution send an official transcript in hard copy directly to:

Rice University
VPAA, MS-10
P.O. Box 1892
Houston, TX 77251-1892

Or an electronic copy secured by a digital certificate to:

vpaa@rice.edu
2. If your institution does not issue additional copies of official transcripts (as is the case for some international institutions), please call 713-348-4123 or email vpaa@rice.edu for an appointment to bring the original of your diploma or transcript to the office of the Vice Provost for Academic Affairs on or before your first day of employment. The office is located in the Allen Center, suite 330. You may also mail it to the above address. After VPAA has verified it, it will be returned to you.
3. If necessary, an original letter on official letterhead from the Dean of the Graduate School or similar university official with the authority to verify degrees giving the date that the degree will be formally conferred may be sent directly to VPAA. Provision of the official transcript or diploma as described above is required within 30 days of formal conferral of the degree.
4. New Rice faculty who earned their highest degrees at Rice may fulfill this requirement by completing the attached authorization form and sending it to the Office of the Registrar. The authorization form may also be obtained online at <http://vpaa.rice.edu/new> under the heading Faculty Transcripts.

VPAA must receive acceptable documentation in one of these four formats by your first day of employment. Failure to provide appropriate documentation according to these guidelines and deadlines is grounds for termination of employment.

A faculty or other teaching candidate who encounters a difficulty in getting official confirmation of the completion of the degree requirements before the start of the appointment must request an extension from the Vice Provost for Academic Affairs (vpaa@rice.edu). The request for such an extension must be made prior to the appointment starting date and should be based on circumstances, detailed in the request, that are beyond the candidate's control.