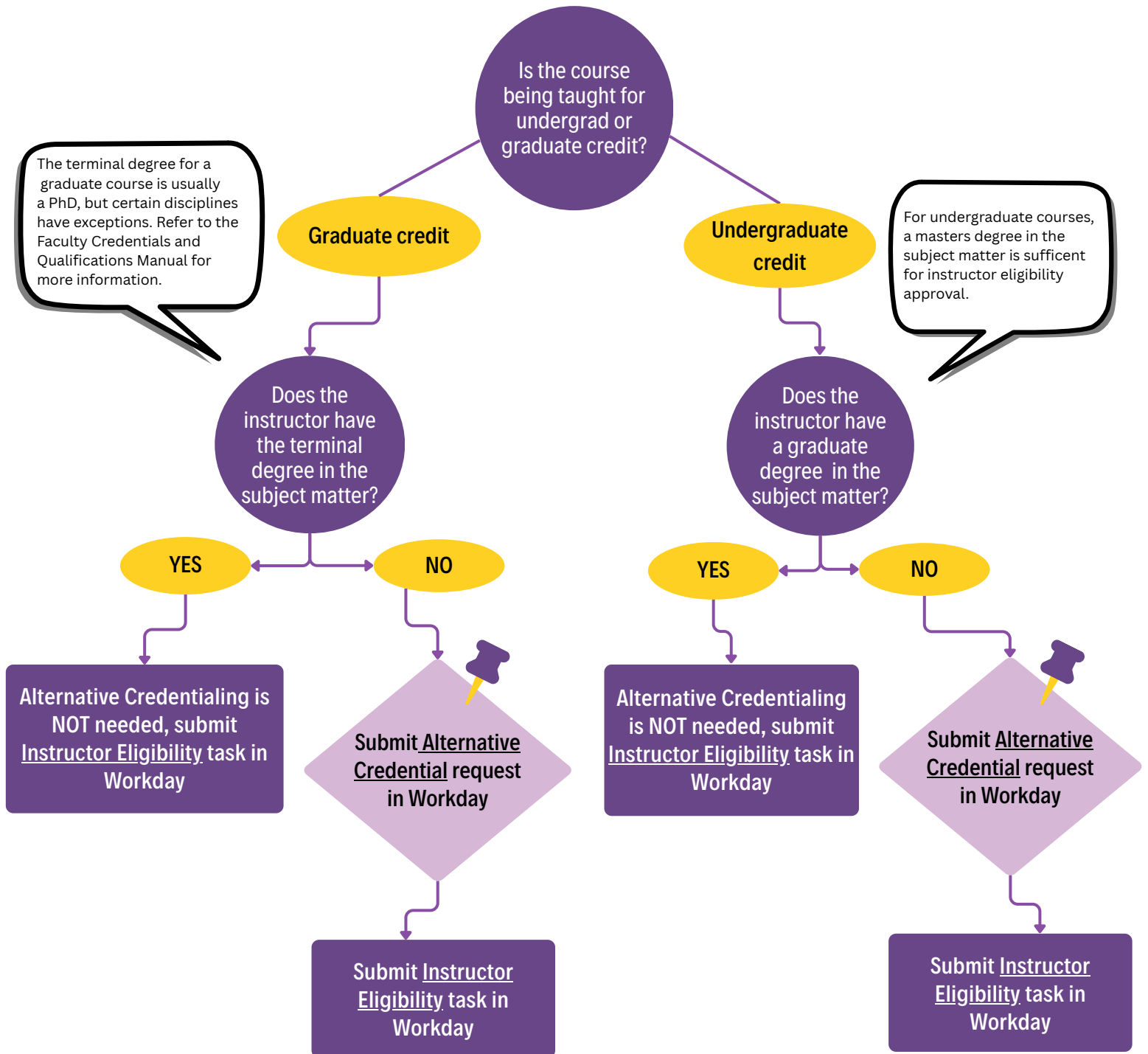


Does the Instructor of Record (IOR) Need an Alternative Credential (AC)?



Remember to attach a CV and completed transcript to the AC request. These documents should also be saved to the employee's worker documents in Workday. Once an AC is approved by Academic Affairs, Talent Acquisition will email the department a copy of the approved AC. The department should attach the approved AC to the employee's worker documents in Workday.