

Instructional Staff Degree Entry Process

When submitting a hire for instructional staff (title or instructor of record), under any kind of pay basis (including \$0, lump, academic, or annual) you need to share with us their degree information.

Submit their degree information under the comments box in JEMS hire to include:

- 1) The highest degree completed (BA/BS, MA/MS/MFA, PhD/EdD, etc)
- 2) Area of Study
- 3) Date of conferred/completed
- 4) School attended/earned degree & location (state & country if not US)

If you are unsure of the title would be a part of the requirement, include the information and we can verify. This should be submitted with anyone who will be an instructor of record.