Facility Credentialing Process

Texas A&M University-Corpus Christi ensures that each instructor of record possesses the academic preparation, training, and experience to teach at the university level and meets or exceeds the minimum requirements established by accrediting bodies and state agencies. Qualifications of full- and part-time faculty, including tenured, tenure-track, non tenure-track, adjunct positions, and teaching assistants who are assigned as instructor of record must be verified prior to the first day of classes.

Credentialing New Faculty Members

A complete credentialing packet must be submitted to Michael Rendon, Office for Assessment, Accreditation, and Compliance, CCH 126E (Mail stop 5754). NOTE: All packets must be received and processed prior to the first day of classes.

A complete credentialing packet for new faculty includes the following documents:

- **Biographical Data Sheet** (required for new hires)
- Certification of Credentials form (Use specific form for faculty rank/status)
  - Tenured/Tenure-Track Faculty
  - Non Tenure-Track Faculty (including adjunct faculty members)
  - Teaching Assistants
- Official Transcripts (*See Additional Information on Official Transcripts below*)
- Current CV/Resume
- Justification statement with a syllabus or catalog description of each course assigned (Only required on credentialing form or as separate attachment if instructor does not hold terminal degree in teaching field)

Updating Credentials for Current Faculty Members

A complete credentials update packet must be submitted to Michael Rendon, Office for Assessment, Accreditation, and Compliance, CCH 126E (Mail stop 5754). NOTE: Updates must be received and processed prior to the first day of classes.

A complete credentialing update packet includes:

- Certification of Credentials form (check the box on the form indicating that this is an update)
  - Tenured/Tenure-Track Faculty
  - Non Tenure-Track Faculty (including adjuncts)
  - Teaching Assistant
- Current CV/Resume
- Justification statement with a syllabus or catalog description of each course assigned (Only required on credentialing form or as separate attachment if instructor does not hold terminal degree in teaching field)
Questions regarding credentialing processes and documentation can be directed to:

Ms. Wendy Benderman  
Faculty Recruitment and Records Coordinator  
Wendy.benderman@tamucc.edu  
361-825-2838

Michael Rendon  
Interim Assistant Vice President for  
Academic Affairs  
Michael.Rendon@tamucc.edu  
361-825-2414

*Additional Information on Official Transcripts*

- Must be sent directly to the university/department from the issuing agency.
- NOTE: Transcripts may NOT be issued to student.
- Transcripts received by mail:
  - Do not stamp, mark, or otherwise alter document
  - Original envelope should be initialed and dated by the department and attached to the transcript
- Transcripts received by email:
  - Print color copy of transcript
  - Do not stamp, mark, or otherwise alter print copy
  - Printed copy of the email transmittal from the issuing agency should be attached to the transcript
- Foreign Transcripts must be evaluated by a university approved transcript evaluator. A detailed course by course evaluation report is required. The evaluation agency must send the evaluation report directly to the university/department.
  - Approved evaluators
    - **Foreign Credentials Services of America**
      1910 Justin Lane  
      Austin, Texas 78757-2411  
      Phone: 512.459.8428  
      Fax: 512.459.4565  
      E-mail: info@fcsa.biz  
      www.fcsa.biz
• Educational Credential Evaluators, Inc.
  P.O. Box 514070
  Milwaukee, Wisconsin 53203-3470
  Phone: 414.289.3400
  Fax: 414.289.3411
  E-mail: eval@ece.org
  www.ece.org

• Global Credential Evaluators, Inc.
  P.O. Box 9203
  College Station, Texas 77842-9203
  Phone: 1.800.517.4754
  Fax: 512.528.9293
  E-mail: gce@gceus.com
  www.gceus.com or www.gcevaluators.com

• World Education Services
  P.O. Box 745
  Old Chelsea Station
  New York, New York 10113-0745
  Phone: 212.966.6311
  Fax: 212.739.6100
  E-mail: info@wes.org
  www.wes.org

• SpanTran: The Evaluation Company
  2400 Augusta Drive
  Suite 451, Houston, TX 77057
  Phone 713.266.8805
  Fax 713.789.6022
  E-mail: http://www.spantran.com/contact-us/
  http://www.spantran.com/