Faculty 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 Dr. Christine Shupala, 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 Dr. Christine Shupala, 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  

Dr. Christine Shupala  
Associate Vice President for Academic Affairs  
Christine.shupala@tamucc.edu  
361-825-3383  

*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/