

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 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
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@foreigncredentials.org
www.foreigncredentials.org

- **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/>