

Texas A&M University-Corpus Christi
Certification of Credentials and Qualifications for a Non-Tenure Track Faculty Appointment

Non-tenure track faculty being appointed to Texas A&M University-Corpus Christi must meet the qualifications established by the University and its accrediting bodies. This form must be completed by the Department Chair or Associate Dean (as appropriate) and approved by the Dean of the College. Completed forms must be forwarded to Michael Rendon with supporting documentation (see checklist on page 2). New faculty must be credentialed to each course they will teach. Current faculty who will be teaching a course for the first time must be credentialed to the new course prior to course assignment.

This is an update

Applying for Graduate Level Teaching Certification

Appointee Name: _____
 (Please type or print legibly)

Title: _____

Dept/Program/Area: _____ Class(es) Assigned: _____

Earned Degrees (e.g., PhD, EdD, MS, BS, etc.)	Discipline	Month/ Year of Award	Awarding Institution	Awarding Institution Regionally Accredited?	Highest Degree Terminal in the Teaching Field?

Answer only if any degree was awarded by an institution NOT accredited by a regional accrediting agency equivalent to SACS, i.e., a foreign institution or non-accredited U.S. institution:

1. Educational credentials have been evaluated for equivalency. _____ Yes _____ No

**Answer only if highest earned degree is NOT considered to be the terminal degree in the teaching field.
 (NOTE: If the answer to EITHER #2 or #3 is "No," the answer to #4 MUST be "Yes.")**

2. The appointee holds at least a master's degree **and** the appointee's transcript shows at least 18 graduate semester credits **in the teaching field.** _____ Yes _____ No

3. The appointee will teach only undergraduate courses. _____ Yes _____ No

4. Exceptional alternative qualifications justify the appointee teaching without the recommended educational credential. (A statement of justification must be included below and documentation of alternative qualifications must be attached.) _____ Yes _____ No

Justification Statement, if required: (Continue on an attached sheet if additional space is needed.)

Answer for ALL appointees:

5. English is the native language of the appointee. _____ Yes _____ No

6. If no, competency in spoken English has been demonstrated to the satisfaction of the Department Head (or other administrator initiating the offer). _____ Yes _____ No

7. Official transcripts are: _____ On hand _____ On order

**Certified, Department Chair
or Associate Dean**

Approved, College Dean

Approved, Provost's Office

 Signature/Date
 Rev 1/19/16

 Signature/Date

 Signature/Date

Checklist

- Check box if this is an update
- Check box for supporting documents that are included:
 - CV
 - Official Transcripts (Not required if this is an update and official transcripts are already on file)
 - 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)
 - Other documents that may be included for justification purposes but not required:
 - Certificates, reference letters, awards/honors, etc.
- Check box for signature of approval by Department Chair or Associate Dean and Dean