

Texas A&M University-Corpus Christi
Certification of Credentials for Graduate Teaching Assistants

Graduate teaching assistants (TAs) who have primary responsibility for teaching an undergraduate course and/or for assisting final grades for such a course at Texas A&M University-Corpus Christi must meet the qualifications established by the University and its accrediting bodies. Before a TA is assigned as instructor of record for a course, this form must be completed by the Department Chair or Associate Dean (as appropriate) and approved by the Dean of the College. Completed forms and accompanying documentation (see checklist on page 2) must be submitted to Michael Rendon. New teaching assistants must be credentialed prior to receiving a teaching assignment. Current TAs who will be teaching a course for the first time must be credentialed to the new course prior to course assignment.

*A TA may not teach a graduate course for credit.

This is an update

Appointee Name: _____
 (Type or print legibly)

TAMUCC Student ID: _____

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?

****Students admitted to a graduate program at TAMUCC must hold a degree from an accredited U.S. institution or equivalent degree from a foreign institution. The Associate Dean of Graduate Studies in the academic unit evaluates each applicant's degree and verifies that this precondition is met for all admitted students.**

1. The appointee will have primary responsibility for teaching an undergraduate course for credit and/or assigning final grades. If so, Questions 2-4 must be completed.	___ Yes	___ No
2. The appointee will be under the direct supervision of a faculty member experienced in the teaching discipline, will receive regular in-service training, and will be evaluated regularly.	___ Yes	___ No
3. The appointee holds a master's degree in the subject taught.	___ Yes	___ No
<u>OR</u>		
4. The appointee's transcript shows at least 18 graduate semester credits in the subject to be taught.	___ Yes	___ No

**Certified, Department Chair
or Associate Dean**

Approved, College Dean

Approved, Provost's Office

Signature/Date

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