

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 Packets Submission

All credentialing packets must be submitted to:

Debbie Alvarado
Faculty Affairs Coordinator
debbie.alvarado@tamucc.edu
CCH 291D, Mail Stop 5758

Questions regarding the credentialing process, forms, or transcripts please call Debbie Alvarado (361) 825-2414 or email debbie.alvarado@tamucc.edu

NOTE: *If emailing a packet, all forms and documents must be saved as separate attachments. All packets must be received and processed prior to the first day of classes.*

Credentialing New Faculty Members

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

- [Memorandum Checklist](#) (required with each packet)
- [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 Assistant](#)
- Official Transcripts (**see Additional Information on Official Transcripts*)
- 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 credentialing update packet includes the following documents:

- 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 adjunct faculty members)
 - [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).

****Additional Information on Official Transcripts***

- Official Transcripts must be sent directly to the Faculty Affairs Coordinator, or the College/Department from the issuing agency/institution.
- NOTE: Transcripts may NOT be issued to student and are only considered official if sent directly between institutions.
- 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:
 - Do not stamp, mark, or otherwise alter the print on the document copy.
 - Preceding email transmittal(s) from the issuing agency must be included with the transcript, such as order receipts, access emails, etc.
- All transcripts received should be sent with the packet or as soon as they are received by the department.
- Foreign Transcripts must be evaluated by a university approved transcript evaluator. A detailed course by course evaluation report is required *with* an official transcript. The evaluation agency must send the evaluation report directly to the Faculty Affairs Coordinator, or the College/Department.

Please contact the Faculty Affairs Coordinator with questions or issues concerning official transcripts.

APPROVED EVALUATORS

- **Foreign Credentials Services of America** www.fcsa.biz
1910 Justin Lane
Austin, Texas 78757-2411
Phone: (512) 459-8428 Fax: (512) 459-4565
[E-mail: info@fcsa.biz](mailto:info@fcsa.biz)
- **Educational Credential Evaluators, Inc.** www.ece.org
P.O. Box 514070
Milwaukee, Wisconsin 53203-3470
Phone: (414) 289-3400 Fax: (414) 289-3411
E-mail: eval@ece.org
- **Global Credential Evaluators, Inc.** www.gceus.com or www.gcevaluators.com
P.O. Box 9203
College Station, Texas 77842-9203
Phone: 800-517-4754 Fax: (512) 528-9293
E-mail: gce@gceus.com
- **World Education Services** www.wes.org
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
- **SpanTran: The Evaluation Company** <http://www.spantran.com>
2400 Augusta Drive
Suite 451, Houston, TX 77057
Phone: (713) 266-8805 Fax: (713) 789-6022
E-mail: <https://spantran.com/web/contact>