

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:

Jairo Benitez

Continuous Improvement and Credentialing Coordinator

Division of Institutional Excellence

jairo.benitezsanchez@tamucc.edu

Questions regarding the credentialing process, forms, or transcripts please call Jairo Benitez (361) 825-2414 or email jairo.benitezsanchez@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 Jairo Benitez, 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 an organization that is a member of either the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE). A detailed course by course evaluation report is required *with* an official transcript. The evaluation agency must send the evaluation report directly to Jairo Benitez or the College/Department.