

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

Non-tenured 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 Jairo Benitez with supporting documentation (see checklist on Memorandum). 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 A#: _____

Name: _____ Title: _____

Dept/Program/Area: _____ CIP Code: _____

Class(es) Assigned: _____

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

Signature/Date

Signature/Date