

Faculty Credentialing Process Guide

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Faculty Credentialing Process Guide

1. Purpose of This Guide

This guide is intended to assist Texas A&M University-Corpus Christi colleges, schools, departments, chairs, administrators, deans, directors, and faculty with the faculty credentialing process.

The guide explains why faculty credentialing is required, when a credentialing packet must be submitted, which documentation is needed, how to complete the Faculty Credentialing Form, and how the packet moves through the review and approval process.

Although this guide is designed as a user-friendly operational resource, the information collected through the credentialing process is important and required. It supports institutional compliance, academic quality, accreditation expectations, and the university's ability to document that each faculty member is qualified to teach the assigned course or courses.

2. Why Faculty Credentialing Is Important

Faculty credentialing is the process of verifying and documenting that an instructor is qualified to teach the assigned course or courses. This review helps ensure that faculty qualifications align with the teaching discipline, course content, course level, and applicable accreditation expectations.

The process supports the university's responsibility to demonstrate that faculty members are appropriately credentialed before they are assigned to teach. Credentialing documentation may include academic degrees, graduate coursework, professional experience, certifications, licenses, teaching experience, publications, specialized training, or other qualifications directly related to the teaching assignment.

Faculty credentialing is especially important because it helps the university:

- Document that instructors are qualified to teach their assigned courses.
- Maintain consistency across departments, colleges, and schools.
- Support compliance with SACSCOC expectations and institutional procedures.
- Ensure that appropriate academic or alternative qualifications support course assignments.
- Maintain accurate and complete faculty credentialing records.
- Support timely faculty activation and course assignment processes.

3. Scope and Audience

This guide applies university-wide and is intended for all TAMU-CC academic units.

The primary audience includes:

- Department Chairs
- Associate Deans
- Associate Directors
- Deans
- Directors
- Department Administrators
- College and School Administrators
- Program Coordinators
- Faculty members involved in the credentialing process
- Staff involved in faculty hiring, course assignments, or credentialing packet preparation

In many cases, department administrators complete the Faculty Credentialing Form and prepare the packet. The packet is then routed for review and signature by the appropriate department, college, school, and university-level approvers. However, this may vary by academic unit, and this guide should be used to support the process regardless of who prepares the documentation.

4. When the Credentialing Process Begins

The credentialing process generally begins after a faculty member has been hired or selected and must be credentialed before being assigned to teach courses.

The purpose of this process is to confirm that the faculty member is qualified to teach the assigned course or courses in alignment with SACSCOC expectations and institutional requirements.

Credentialing should be completed before the faculty member is activated for teaching assignment purposes and before the first day of class.

5. When a Credentialing Packet Is Required

A credentialing packet is generally required when:

- A new full-time faculty member is hired and will teach courses.
- A new adjunct or part-time faculty member is hired and will teach courses.
- A current faculty member will teach a new course not previously approved through credentialing.
- A faculty member will teach in a new primary CIP code or teaching field with new courses assigned.
- A returning adjunct has been inactive for more than 24 months.
- Graduate Assistant (GA), Graduate Teaching Assistant (GTA), and Lab Coordinator with instructional responsibilities or course-related duties
- Additional documentation is needed to support the teaching assignment.
- The previous credentialing documentation is incomplete, outdated, or insufficient.

A new packet is required when the teaching assignment changes in a way that requires a new credentialing review.

6. Returning Adjunct Faculty

A returning adjunct faculty member may not need a credentialing packet if the faculty member:

- Was previously credentialed for the same course or courses;
- Is returning within 24 months; and
- Has no change in teaching assignment or qualifications documentation.

In this situation, the academic unit may request reactivation by sending an email to the [Office of University Accreditation & Assessment](#) with the following information:

- Faculty member's full name
- A-number
- Course or courses previously approved (Department and College/School admins can review this in the faculty folder in Laserfiche)
- Term in which the faculty member is expected to teach
- Confirmation that the faculty member is returning to teach the same course or courses previously approved

In some cases, an updated credentialing packet may still be requested if additional review is needed, if documentation is outdated, or if the previous credentialing record does not fully support the current teaching assignment.

If the returning adjunct will teach a new course, a new credentialing packet is required.

7. Faculty Teaching a New Course

If a faculty member will teach a new course that was not previously reviewed and approved through the credentialing process, a new credentialing packet must be submitted.

The packet should show how the faculty member's qualifications support the new course assignment. This may be based on academic credentials, graduate coursework, professional experience, certifications, teaching experience, or other relevant evidence.

8. Faculty Teaching in a New Primary CIP Code

If a faculty member will teach new courses associated with a new primary CIP code or a new teaching field, a new credentialing packet **IS REQUIRED**.

However, if the faculty member will continue teaching the same courses and the request is only to update or correct the faculty member's CIP code, a new credentialing packet **IS NOT REQUIRED**. In that situation, the academic unit should complete the CIP Code Change Request Form. Request this form from the [Office of University Accreditation & Assessment](#).

The distinction is important:

- New courses or new teaching field: submit a new credentialing packet.
- Same courses but updated/corrected CIP code: submit the CIP Code Change Request Form.

9. General Credentialing Workflow

At the following link, you will find the [Faculty Credentialing Flow](#).

The faculty credentialing process generally follows this sequence:

1. The department or academic unit identifies the faculty member who must be credentialed for the assigned course or courses.
2. The department-level preparer completes the Faculty Credentialing Form and gathers the required supporting documentation.
3. The Department Chair, Associate Dean/Associate Director, confirms that the faculty member is qualified for the assigned course or courses and signs the form.
4. The packet is routed to the Dean/Director or the Associate Dean/Associate Director for approval and signature.
5. The complete packet is submitted to the [Office of University Accreditation & Assessment](#).
6. The Office of University Accreditation and Assessment reviews the packet for completeness, accuracy, and alignment with credentialing expectations.
7. The packet is routed to the Provost/Associate Provost Office for final approval.
8. If approved, the packet returns for final processing and activation.

The packet should not be submitted until the form is complete, signed (in the first two boxes), and all required supporting documentation is attached.

10. Service Level Agreement

The standard processing time for a faculty credentialing packet is **FIVE BUSINESS DAYS** after receipt of a complete and accurate packet.

This timeframe applies only when the packet is complete, accurate, and error-free. Processing may take longer if:

- Required fields are missing.
- Required signatures are missing.
- The official transcript or transcript confirmation is missing.
- The CIP code does not align with the teaching assignment.
- The justification letter is missing or insufficient.
- Supporting documentation is incomplete.
- The packet requires clarification from the department, college, or school.
- The faculty member's qualifications do not clearly support the proposed course assignment.

To avoid delays, departments and colleges should review packets carefully before submission.

11. Overview of the Faculty Credentialing Form

The Faculty Credentialing Form is a consolidated document designed to support multiple credentialing scenarios in a single document, regardless of faculty rank, whether it is for new faculty or an update for current faculty, replacing the old Certification of Credentials forms and eliminating the

need for the memorandum checklist and the biographical data sheet. In other words, the new faculty credentialing form is the only form required for faculty credentialing. Allow attaching documents directly in the form, also eliminating the need to create compressed folders or Adobe Portfolios.

The form captures information related to:

- Faculty identification
- Academic Unit & Department
- Faculty rank and appointment details (applies to Tenure/tenure Track faculty, Fixed term faculty, Teaching Assistants, Lab Coordinators)
- Course assignment
- Primary CIP code
- Degree and transcript information
- Alternative justification, if applicable
- Graduate Committee Membership, if applicable
- Required attachments
- Required approvals and signatures

The form is designed to help users provide consistent and complete information for credentialing review.

12. Completing the Faculty Credentialing Form

The faculty information section should be completed accurately and consistently with the faculty member’s hiring and institutional records.

NOTE: The form is designed so that the fillable fields are blue, and when a field already contains information, it turns green. This will allow the user filling out the form to ensure that the required information has been entered.

Field without information:

A number:

A number: Enter the faculty member's A-number. Remember, it is the letter A followed by 8 numeric characters. Human Resources assigns this A-number during the hiring process.

A number:

Term: Select the Term from the dropdown list for which the faculty will be credentialing.

Term:

- Spring
- Select--
- Spring
- Summer
- Fall

Year: Write the year corresponding to the selected term.

Term: Year:

Name: Write the last name, first name, and middle name (if any) in the assigned fields.

Last Name: Smith	First Name: John	Middle Name:
---------------------	---------------------	--------------

Academic Unit: Select the academic unit from the dropdown list.

NOTE: "00 - No college Designated" is the selection for Harte Research Institute and University Library.

"UN – University" is the option for Vice President of Academic Affairs.

Academic Unit:

- Select--
- COB - College of Business
- COEHD - College of Education and Human Development
- COECS - College of Engineering and Computer Science
- COS - College of Science
- CLA - College of Liberal Arts
- CONHS - College of Nursing and Health Sciences
- SAMC - School of Arts, Media, & Communication
- 00 - No College Designated
- UN - University

Department: From the dropdown list, select the corresponding department. The academic unit must be selected first so that the department section displays the available options within each academic unit.

Academic Unit:

Department:

- Select--
- AFBL - Accounting Finance and Business Law
- DSEC - Decision Sciences and Economics
- MGMK - Management and Marketing

Faculty Rank: From the dropdown list, select the faculty rank. The list includes all tenure and tenure-track ranks, as well as fixed-term ranks. It also includes adjuncts, laboratory coordinators, and graduate teaching assistants (three versions, depending on whether it is a Credit-Bearing Section and/or the Instructor of Record).

NOTE: Instructor of Record: "An institution is responsible for identifying the instructor of record; that is, the person who provides direct instruction for the course. This person should be qualified to teach the course." SACSCOC Interpretation on Standard 6.2.a (Faculty qualifications).

Faculty Rank:

- Select--
- Assistant Professor
- Associate Professor
- Professor
- Adjunct
- Instructor
- Senior Instructor
- Assistant Professional Professor
- Associate Professional Professor
- Senior Professional Professor
- Assistant Research Professor
- Associate Research Professor
- Senior Research Professor
- Assistant Clinical Professor
- Associate Clinical Professor
- Senior Clinical Professor
- Assistant Librarian
- Associate Librarian
- Senior Librarian
- Visiting Assistant Professor
- Visiting Associate Professor
- Visiting Professor
- Teaching Assistant - Credit-Bearing Section; Instructor of Record
- Teaching Assistant - Credit-Bearing Section; Only assists instructor but is NOT Instr
- Teaching Assistant - Non-Credit Bearing Section; does not assign grades
- Lab. Coordinator

Tenure Status: From the dropdown list, select the tenure status. This field is related to the faculty rank. If you selected a Tenure/Tenure track faculty rank, those will be the available options in the faculty rank. If you select a fixed-term faculty rank, Lab Coordinator, or GA, the tenure status field will only display the non-tenure-track option.

Tenured/Tenure Track Faculty:

Faculty Rank: Assistant Professor

Tenure Status: --Select--
 --Select--
 Tenured
 Tenure Track
 Non-Tenure Track

Fixed Term Faculty:

Faculty Rank: Adjunct

Tenure Status: --Select--
 --Select--
 Non-Tenure Track

Primary CIP Code: From the dropdown list, select the CIP code to assign to this faculty member. The selected CIP code should align with the approved university CIP code list and should match the teaching assignment and hiring documentation (NOA).

The form is configured so that after a department is selected, the Primary CIP Code dropdown displays the CIP codes available for that department. This helps users select from the authorized CIP codes currently used by the university for faculty credentialing purposes.

Users should not select a CIP code only because it appears generally related to the faculty member’s degree. The CIP code should reflect the teaching field connected to the course assignment.

Academic Unit: COB - College of Business

Department: MGMK - Management and Marketing

Faculty Rank: Assistant Professor

Tenure Status: Tenure Track

Select the **Primary CIP Code** for the faculty member’s teaching assignment. The selected CIP code must match the CIP code listed on the Notice of Appointment (NOA). If a CIP code change is needed, please complete the CIP Code Change Request Form before submitting this credentialing request.

Primary CIP Code: --Select--
 --Select--
 5202 - Business Administration, Management and Operations
 5203 - Accounting and Related Services
 5210 - Human Resources Management and Services
 5214 - Marketing

NOTE: CIP Code Updates: A full credentialing packet **IS NOT REQUIRED** when the teaching assignment remains the same, and the request is only for a CIP code update. For these cases, please request a “CIP Code Change Request Form” from the [Office of University Accreditation & Assessment](#).

The CIP Code Change Request Form should be used when the faculty member will continue teaching the same course or courses, but the academic unit needs to correct, update, or change the faculty member’s CIP code.

A new credentialing packet **IS REQUIRED** when the CIP code change is **associated with new courses assigned**.

Alternative CIP Code: Write other CIP codes that you want to assign to this faculty member. These alternative CIP codes should be related to the courses assigned to this faculty member and to their other graduate degrees, and should differ from the main CIP code. The alternative CIP code does not replace the main CIP code, so courses assigned to this alternative CIP code cannot exceed 50% of those assigned to the faculty member.

Academic Unit:

Department:

Faculty Rank:

Tenure Status:

Select the **Primary CIP Code** for the faculty member's teaching assignment. The selected CIP code must match the CIP code listed on the Notice of Appointment (NOA). If a CIP code change is needed, please complete the CIP Code Change Request Form before submitting this credentialing request.

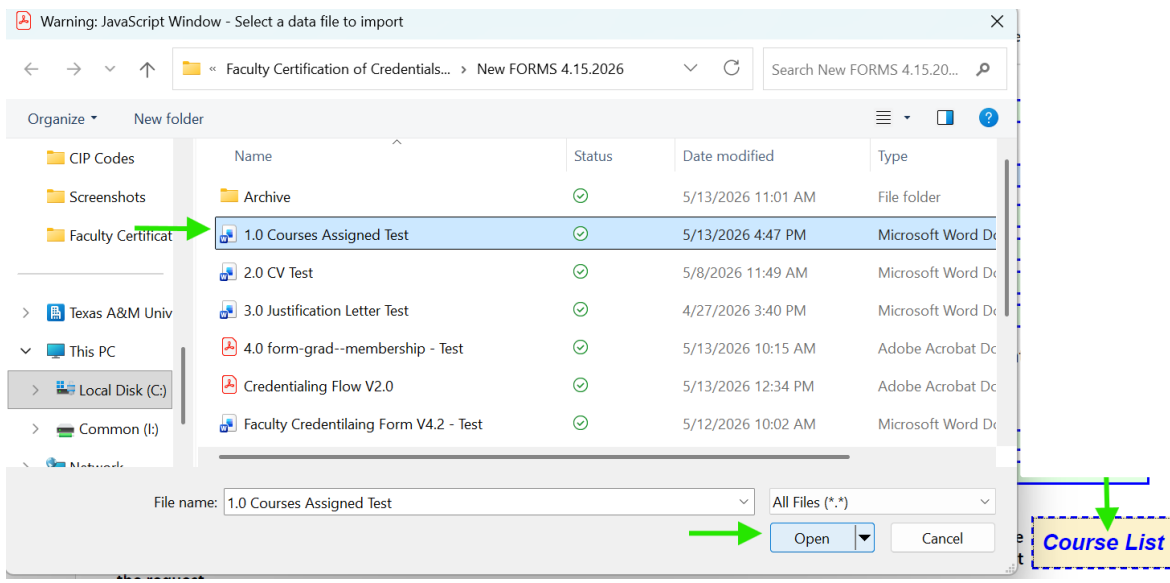
Primary CIP Code:

Alternative CIP Codes:

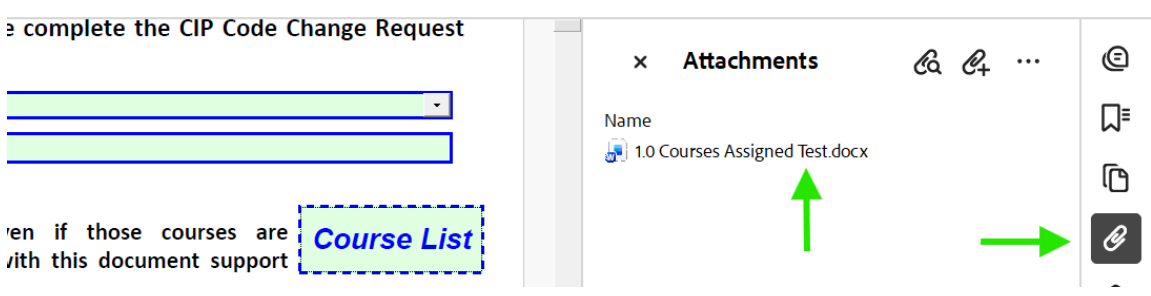
Course List: In this section, click on the "Course List" Box to attach a document with the list of all the courses for which this faculty member will be credentialed (regardless of whether you will assign them in this term or future terms).

Please click the box to attach the **COURSE LIST** for this request. Faculty may be credentialed for any courses within their approved scope, even if those courses are not assigned in the current term, provided the degrees and/or justification included with this document support the request.

When you click "Course List," the search window on your computer will appear; select the assigned course list there, then click Open.

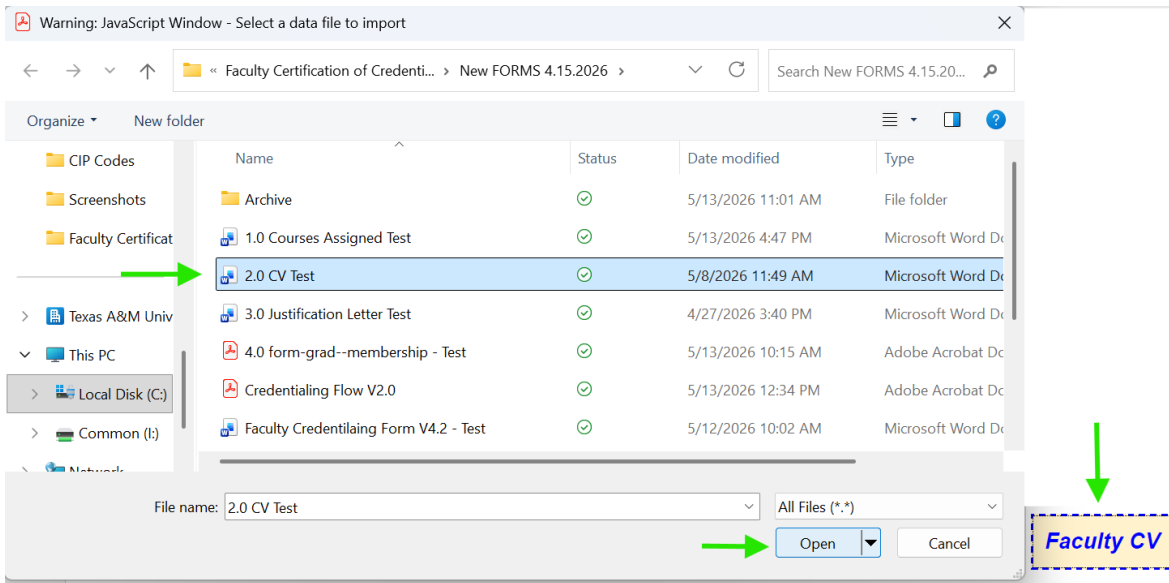


Once you complete the previous step, the "Course List" box will turn green, and you will be able to confirm that the document is attached on the right side of the form by clicking the paperclip icon, where you can view the attached document.

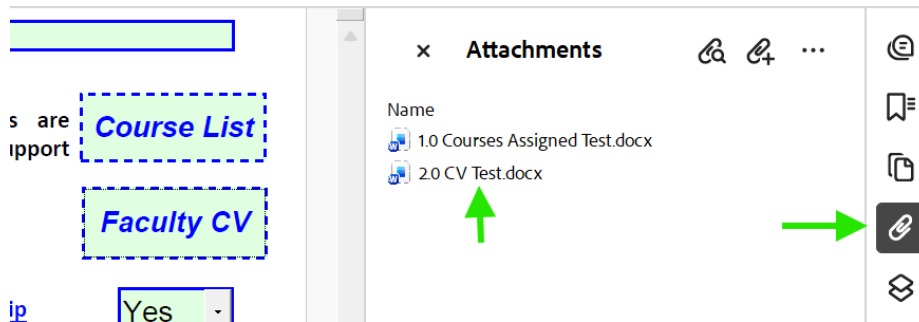


Faculty CV: In this section, click on the “Faculty CV” Box to attach the faculty CV.

When you click “Faculty CV,” the search window on your computer will appear; select the Faculty CV there, then click Open.



Once you complete the previous step, the “Faculty CV” box will turn green, and you will be able to confirm that the document is attached on the right side of the form by clicking the paperclip icon, where you can view the attached document.



Graduate Committee Membership:

Graduate teaching and graduate committee membership are not the same process. A faculty member may be credentialed to teach a graduate-level course through the regular faculty credentialing process without needing the Graduate Committee Membership Form.

The Graduate Committee Membership Form **IS REQUIRED** when an individual will serve on a thesis, dissertation, or other graduate committee in a role that requires graduate committee pool membership or a special graduate committee appointment.

You can click on the Graduate Committee Membership link in the Faculty Credentialing Forms page to see more details about the requirements.



Should this individual be recorded as a member of the Graduate Committee Pool? [Graduate Committee Membership](#)

By default, every Tenure/Tenure Track faculty member is part of the graduate committee pool.

Therefore, if you select the Tenured or Tenure Track option in the tenure status field on this form, the question of “Should this individual be recorded as a member of the Graduate Committee Pool?” automatically changes to **Yes**, and it **IS NOT REQUIRED** to fill out the Graduate Committee Form.

If the faculty member is a Fixed Term Faculty, you can select either Yes (and fill out and attach the Graduate Committee Form in the next field) or No, and then proceed to the next section.

Should this individual be recorded as a member of the Graduate Committee Pool? [Graduate Committee Membership](#)

Tenured and tenure-track faculty are automatically included in the Graduate Committee Pool if they meet the eligibility criteria in University Procedure. Fixed-term faculty or other non-tenured/tenure-track individuals, please complete the [Graduate Committee Membership Application Form](#) and submit the required CV and justification.

[Graduate Committee Form](#)

Date of Birth (DOB): In this field, you can enter the date in MM/DD/YYYY format or select the date from the dropdown calendar.

DOB:

DOB:

May 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 5/14/2026

Sex: From the dropdown list, select the sex of the faculty member.

Sex:

- Select--
- Female
- Male

Beginning date of employment: From the dropdown list, select the beginning date of employment.

Beginning date of employment

- Select--
- September 1
- June 1
- January 1

Here, there are only three options, since this corresponds to the officially appointed date recorded for payroll purposes. This date is found in the NOA.

confirm the official schedule with your college dean's office. However, for budget and payroll purposes, faculty are officially appointed and placed on the payroll [September 1](#) through May 31.

Year: Write the year corresponding to the selected beginning date of employment.

Beginning date of employment Year:

Budgeted Full-Time Effort (FTE): From the dropdown list, select the budgeted full-time effort.

Budgeted FTE:

- Select--
- 1 Class = 20%FTE
- 2 Classes = 40%FTE
- 3 Classes = 60%FTE
- 4 Classes = 80%FTE
- 5 Classes = 100%FT

Academic Degrees Table: In this table, enter information for all graduate degrees relevant to this credentialing packet. Fill out this table only with information from the official transcripts (or a foreign transcript evaluation, if applicable), following the instructions for each field.

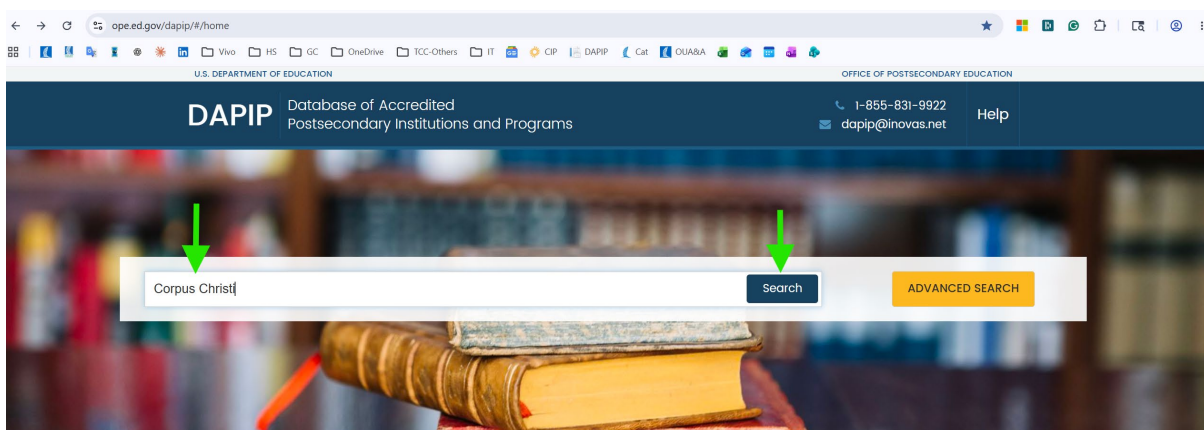
Degrees <i>Enter the degree as shown on the official transcript, highest earned first (e.g., PhD, EdD, MS, BS).</i>	Discipline <i>Enter the discipline exactly as it appears on the official transcript for the degree entered in this row.</i>	Awarding Institution <i>Enter the awarding institution exactly as it appears on the official transcript for the degree entered in this row.</i>	Month/Year <i>Enter the award date as shown on the official transcript. If applicable, enter the expected date with "ABD" or "EXP."</i>	Awarding Institution Regionally Accredited? <i>If "No," Question 1 must be answered.</i>	Is the highest degree earned considered a terminal degree in the teaching field? <i>If "No," Questions 2 and 3 must be answered.</i>
Ph.D	Business Administration	Atlantis University	12/2025	--Select--	--Select--
MBA	Business Administration	Texas A&M University-Corpus Christi	12/2020	Yes	

For the question **"Awarding institutions Regionally Accredited?"** you can confirm this in the Database of Accredited Postsecondary Institutions and Programs (DAPIP) by clicking on the link found in the form:

Degrees <i>Enter the degree as shown on the official transcript, highest earned first (e.g., PhD, EdD, MS, BS).</i>	Discipline <i>Enter the discipline exactly as it appears on the official transcript for the degree entered in this row.</i>	Awarding Institution <i>Enter the awarding institution exactly as it appears on the official transcript for the degree entered in this row.</i>	Month/Year <i>Enter the award date as shown on the official transcript. If applicable, enter the expected date with "ABD" or "EXP."</i>	Awarding Institution Regionally Accredited? <i>If "No," Question 1 must be answered.</i>	Is the highest degree earned considered a terminal degree in the teaching field? <i>If "No," Questions 2 and 3 must be answered.</i>
Ph.D	Business Administration	Atlantis University	12/2025	--Select--	--Select--
MBA	Business Administration	Texas A&M University-Corpus Christi	12/2020	--Select--	
				YES NO	

Answer only if any GRADUATE degree was awarded by an institution NOT accredited by a regional accrediting agency.
 You can confirm this on the [Database of Accredited Postsecondary Institutions and Programs](#)
 1. Have the educational credentials been evaluated for equivalency?

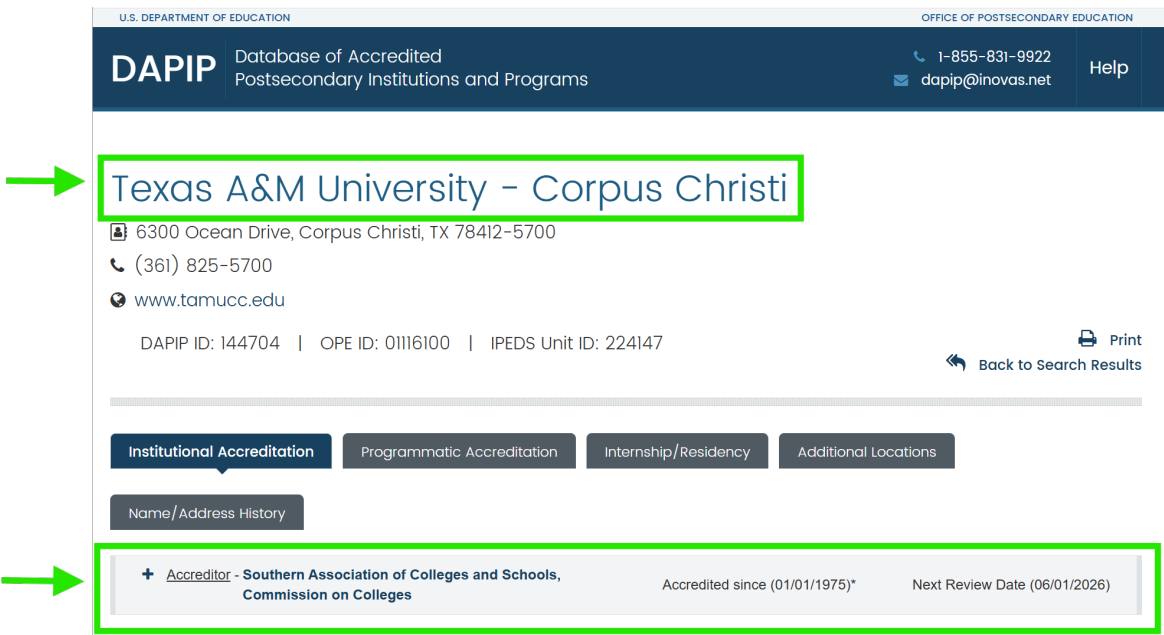
On the Database of Accredited Postsecondary Institutions and Programs webpage, enter the name of the institution or words that make up the institution's name in the search box and click on the search button.



Once the database returns results, select the institution you want to confirm, then click its name to view its details.

■ Southern Careers Institute - Corpus Christi (03035300)	Additional Location	9777 Leopard Street	Corpus Christi TX
🔗 Texas A&M University - Corpus Christi (01116100)	Institution	6300 Ocean Drive	Corpus Christi TX
🔗 University of the Incarnate Word (00357800)	Institution	4301 Broadway Street	San Antonio TX
■ Corpus Christi ADCaP Center (00357800)	Additional Location	101 Baldwin Blvd Ste 335	Corpus Christi TX

Once there, you can view the details and status of the selected institution.



U.S. DEPARTMENT OF EDUCATION | OFFICE OF POSTSECONDARY EDUCATION

DAPIP Database of Accredited Postsecondary Institutions and Programs | 1-855-831-9922 | dapip@inovas.net | Help

Texas A&M University - Corpus Christi

6300 Ocean Drive, Corpus Christi, TX 78412-5700
 (361) 825-5700
 www.tamucc.edu

DAPIP ID: 144704 | OPE ID: 01116100 | IPEDS Unit ID: 224147

Print | Back to Search Results

Institutional Accreditation | Programmatic Accreditation | Internship/Residency | Additional Locations

Name / Address History

Accreditor: Southern Association of Colleges and Schools, Commission on Colleges | Accredited since (01/01/1975)* | Next Review Date (06/01/2026)

- If the institution appears on the list and is accredited, select it from the dropdown list or write **Yes.**
- If the institution is on the list but the accreditation is not active, select it from the dropdown list or write **No.**
- If the institution is not on the list (this will be the case for all foreign universities), select it from the dropdown list or write **No.**

Degrees <i>Enter the degree as shown on the official transcript, highest earned first (e.g., PhD, EdD, MS, BS).</i>	Discipline <i>Enter the discipline exactly as it appears on the official transcript for the degree entered in this row.</i>	Awarding Institution <i>Enter the awarding institution exactly as it appears on the official transcript for the degree entered in this row.</i>	Month/Year <i>Enter the award date as shown on the official transcript. If applicable, enter the expected date with "ABD" or "EXP."</i>	Awarding Institution Regionally Accredited? <i>If "No," Question 1 must be answered.</i>	Is the highest degree earned considered a terminal degree in the teaching field? <i>If "No," Questions 2 and 3 must be answered.</i>
Ph.D	Business Administration	Atlantis University	12/2025	NO	--Select--
MBA	Business Administration	Texas A&M University-Corpus Christi	12/2020	Yes	

If you select or write **No** in the question "Awarding Institution Regionally Accredited?", you should answer **question one** by selecting from the dropdown list Yes/No. Remember that if you are credentialing the faculty with this degree, a Foreign Transcript Evaluation for this degree must be requested.

Degrees <i>Enter the degree as shown on the official transcript, highest earned first (e.g., PhD, EdD, MS, BS).</i>	Discipline <i>Enter the discipline exactly as it appears on the official transcript for the degree entered in this row.</i>	Awarding Institution <i>Enter the awarding institution exactly as it appears on the official transcript for the degree entered in this row.</i>	Month/Year <i>Enter the award date as shown on the official transcript. If applicable, enter the expected date with "ABD" or "EXP."</i>	Awarding Institution Regionally Accredited? <i>If "No," Question 1 must be answered.</i>	Is the highest degree earned considered a terminal degree in the teaching field? <i>If "No," Questions 2 and 3 must be answered.</i>
Ph.D	Business Administration	Atlantis University	12/2025	NO	--Select--
MBA	Business Administration	Texas A&M University-Corpus Christi	12/2020	Yes	

Answer only if any GRADUATE degree was awarded by an institution NOT accredited by a regional accrediting agency.

You can confirm this on the [Database of Accredited Postsecondary Institutions and Programs](#)

1. Have the educational credentials been evaluated for equivalency?

--Select--
 --Select--
 YES
 NO

Foreign Transcripts must be evaluated by an organization that is a member of either the [National Association of Credential Evaluation Services \(NACES\)](#) or the [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 the [Office of University Accreditation & Assessment](#).

Answer only if any GRADUATE degree was awarded by an institution NOT accredited by a regional accrediting agency.
You can confirm this on the [Database of Accredited Postsecondary Institutions and Programs](#)

1. Have the educational credentials been evaluated for equivalency?

For the question **“Is the highest degree earned considered a terminal degree in the teaching field?”**, select the appropriate response from the dropdown list based on the degree entered in that row.

This option is enabled only for the first row because, as indicated in the form instructions, the first/top row should be used to enter the faculty member’s highest degree earned.

Is the highest degree earned considered a terminal degree in the teaching field?
If “No,” Questions 2 and 3 must be answered.

--Select--
--Select--
YES
NO

If you select or write **No** in the question **“Is the highest degree earned considered a terminal degree in the teaching field?”**, you should answer **questions two and three**.

Degrees <i>Enter the degree as shown on the official transcript, highest earned first (e.g., PhD, EdD, MS, BS).</i>	Discipline <i>Enter the discipline exactly as it appears on the official transcript for the degree entered in this row.</i>	Awarding Institution <i>Enter the awarding institution exactly as it appears on the official transcript for the degree entered in this row.</i>	Month/Year <i>Enter the award date as shown on the official transcript. If applicable, enter the expected date with “ABD” or “EXP.”</i>	Awarding Institution Regionally Accredited? <i>If “No,” Question 1 must be answered.</i>	Is the highest degree earned considered a terminal degree in the teaching field? <i>If “No,” Questions 2 and 3 must be answered.</i>
					<input type="text" value="NO"/>

Answer only if any GRADUATE degree was awarded by an institution NOT accredited by a regional accrediting agency.
You can confirm this on the [Database of Accredited Postsecondary Institutions and Programs](#)

1. Have the educational credentials been evaluated for equivalency?

Answer only if the highest degree earned is NOT a terminal degree in the teaching field.

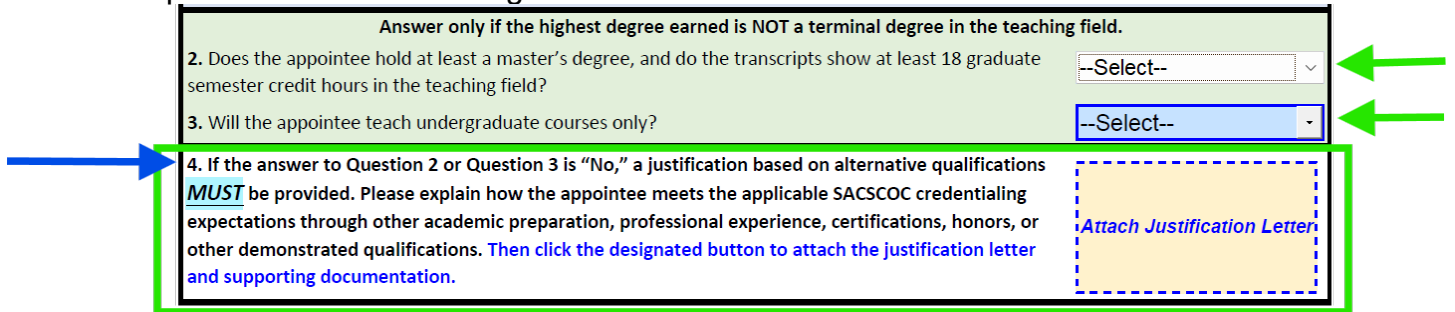
2. Does the appointee hold at least a master’s degree, and do the transcripts show at least 18 graduate semester credit hours in the teaching field?

3. Will the appointee teach undergraduate courses only?

After completing questions two and three, follow the instructions provided in the form to determine whether the requirement in question four applies.

These questions are designed to help determine whether a Justification of Credentials/Qualifications letter is required for the assigned course or courses. They also help the appropriate signatories, including the Department Chair, Associate Dean, Dean, Associate Director, Director, Provost, or Associate Provost, as applicable, identify the appropriate qualification pathway for the faculty member based on SACSCOC faculty qualification expectations and Texas A&M University-Corpus Christi credentialing requirements.

The purpose of this section is to confirm whether the faculty member's academic credentials directly support the teaching assignment or whether additional documentation is needed to justify the faculty member's qualifications for the assigned course or courses.



Answer only if the highest degree earned is NOT a terminal degree in the teaching field.

2. Does the appointee hold at least a master's degree, and do the transcripts show at least 18 graduate semester credit hours in the teaching field? --Select--

3. Will the appointee teach undergraduate courses only? --Select--

4. If the answer to Question 2 or Question 3 is "No," a justification based on alternative qualifications **MUST** be provided. Please explain how the appointee meets the applicable SACSCOC credentialing expectations through other academic preparation, professional experience, certifications, honors, or other demonstrated qualifications. Then click the designated button to attach the justification letter and supporting documentation.

Attach Justification Letter

13. Faculty Qualifications:

Faculty credentialing is required to ensure that each instructor is appropriately qualified to teach the assigned course or courses. Under SACSCOC Standard 6.2.a, the institution is responsible for justifying and documenting the qualifications of its faculty members for each educational program. The focus is not only on academic degrees, but on the faculty member's overall qualifications in relation to the teaching assignment.

These qualifications may include academic credentials, graduate coursework, professional experience, licensure, certifications, teaching experience, publications, specialized training, honors, awards, or other evidence of expertise directly related to the course content.

The table below provides general guidance on the academic credentials typically required for different course levels. Each credentialing packet must still show that the instructor's qualifications align with the assigned course, teaching discipline, course level, and, when applicable, the approved CIP code.

If the Instructor holds or is:	Then the Instructor is Sufficiently Credentialed to Teach:			
	Associate degree course not designed to transfer to a baccalaureate program	Associate degree course that transfers to a baccalaureate program	Baccalaureate degree course	Graduate or post baccalaureate course work
Earned doctorate/terminal degree in the teaching discipline or a related discipline	☑	☑	☑	☑
Master's degree in the teaching discipline	☑	☑	☑	
Master's degree not in the teaching discipline but with 18 graduate credits in the teaching discipline	☑	☑	☑	
Graduate Teaching Assistant with 18 graduate credit hours in the teaching discipline with direct supervision by a faculty member experienced in teaching discipline, regular in-service training, and planned and periodic evaluations.	☑	☑	☑	
Bachelor's degree in teaching discipline	☑			
Associate's degree and demonstrated competencies in teaching discipline	☑			

When the instructor's degree is in the teaching discipline and at the appropriate level, the credentialing review is usually straightforward. However, when the degree is not in the teaching discipline, is in a related discipline, or is at the same or a lower level than the course being taught, additional documentation and justification are required.

As stated in the SACSCOC Resource Manual, **“Persons holding a degree at the same or lower level than the level at which the course is taught require additional qualifications and the application of professional judgment. Additional justification is needed for these cases as compared to cases where the academic credentials are a ‘perfect match’ for the teaching assignments.”**

In these cases, the department must clearly explain how the instructor’s academic background, graduate coursework, professional experience, certifications, licenses, teaching experience, or other qualifications support the specific course assignment.

Degree in Teaching Discipline

This pathway applies when the faculty member holds an academic degree in the same teaching discipline as the assigned course or courses.

Examples:

- The faculty member holds a terminal degree in Business Administration and is credentialed to teach Business Administration courses.
- The faculty member holds a terminal degree in Fine Arts and is credentialed to teach Fine Arts courses.
- The faculty member holds a master's degree in Kinesiology and is credentialed to teach undergraduate courses in Kinesiology.

The degree should clearly align with the course discipline, course content, or teaching field.

When the academic credential is a direct match with the assigned teaching discipline and course level, a Justification of Credentials/Qualifications letter is **NOT REQUIRED.**

Related Degree with Graduate Coursework in the Teaching Discipline

This pathway applies when the faculty member holds a graduate degree in a related field and has completed graduate coursework that supports the assigned teaching discipline.

For undergraduate teaching assignments, the standard expectation is generally a master’s degree and at least **18 graduate credit hours in the teaching discipline.**

Examples:

- The faculty member holds a Ph.D. in a related discipline and has completed at least 18 graduate credit hours in the teaching discipline, supporting the assigned undergraduate teaching assignment.
- The faculty member holds a master’s degree in Educational Leadership and has completed at least 18 graduate credit hours in Curriculum and Instruction, supporting an undergraduate teaching assignment in Curriculum and Instruction.
- The faculty member holds a master’s degree in Biology and has completed at least 18 graduate credit hours in Environmental Science, supporting an undergraduate course assignment in Environmental Science.
- The faculty member holds a master’s degree in Business Administration and has completed at least 18 graduate credit hours in Accounting, supporting an undergraduate teaching assignment in Accounting.

When this pathway is used, the department must clearly identify the graduate coursework that supports the teaching assignment.

The coursework should be directly related to the course discipline, course content, or teaching field.

A Justification of Credentials/Qualifications letter **IS REQUIRED**, explaining the connection between the degree, graduate coursework (including at least 18 Graduate Credit Hours in the teaching discipline), and the assigned courses.

Sample Justification of Credentials/Qualifications Statement Related Degree with Graduate Coursework in the Teaching Discipline

The department has reviewed the credentials and graduate coursework for [Faculty Member Name] and recommends approval for the assigned teaching responsibilities in [Teaching Discipline].

[Faculty Member Name] holds a [degree level and degree name] in [related discipline] from [institution name]. Although the degree is in a related discipline rather than the exact teaching discipline, the faculty member has completed 18 graduate credit hours in [teaching discipline]. The completed graduate coursework provides appropriate academic preparation for the assigned course or courses.

The relevant graduate coursework includes content directly related to [briefly describe course content, subject areas, competencies, or learning outcomes]. Based on this coursework, the department has determined that the faculty member's academic preparation supports the assigned teaching field.

Note: This sample is provided as general guidance only. Departments may use different wording or a different format, as long as the justification clearly explains the relationship between the faculty member's completed graduate credit hours in the teaching discipline and the course or courses included in the credentialing packet. The statement should provide enough detail to demonstrate how the graduate coursework supports the assigned teaching responsibilities and why the faculty member is qualified to teach the proposed course or courses.

Alternative Qualifications

This pathway applies when the faculty member does not meet the standard academic credential expectation through a degree or graduate coursework in the teaching discipline, but has other documented qualifications that support the assigned teaching responsibilities.

Alternative qualifications may include, but are not limited to:

- Professional experience
- Certifications
- Licenses
- Publications
- Teaching experience
- Industry expertise
- Specialized training
- Portfolio or work samples
- Professional achievements
- Other documented competencies related to the teaching assignment

When this pathway is used, a Justification of Credentials/Qualifications letter **IS REQUIRED**

The letter must clearly explain how the faculty member's alternative qualifications are directly related to the assigned course or courses. The justification should connect the faculty member's experience, expertise, certifications, licensure, publications, training, or other documented competencies to the course content, learning outcomes, teaching discipline, or professional expectations of the field.

The justification should provide sufficient detail to demonstrate that the faculty member is appropriately qualified to teach the assigned course or courses, even if the standard degree or graduate credit-hour expectation is not met.

Sample Justification of Credentials/Qualifications Statement Alternative Qualifications

The department has reviewed the credentials, experience, and supporting documentation for [Faculty Member Name] and recommends approval for the assigned teaching responsibilities in [Teaching Discipline].

[Faculty Member Name] has documented qualifications in [alternative qualification area, such as professional experience, industry expertise, licensure, certification, specialized training, teaching experience, publications, creative work, or professional practice]. These qualifications are directly related to the content of [Course Prefix/Number and Title or Teaching Discipline], including [course content, subject areas, competencies, learning outcomes, technical skills, professional standards, or applied practices covered in the course].

The faculty member's background demonstrates relevant expertise through [specific evidence, such as years of professional experience, leadership roles, professional projects, clinical or industry practice, certifications or licenses, scholarly or professional publications, prior teaching experience, portfolio/work samples, awards, or other documented competencies]. This experience provides the practical, technical, professional, or disciplinary knowledge needed to support the assigned teaching responsibilities.

Based on the faculty member's documented qualifications and the supporting evidence included in this credentialing packet, the department has determined that [Faculty Member Name] is appropriately qualified to teach the assigned course or courses.

Note: This sample is provided as general guidance only. Departments may use different wording or a different format, as long as the justification clearly explains the relationship between the faculty member's alternative qualifications and the course or courses included in the credentialing packet. The statement should provide enough detail to demonstrate how the documented qualifications support the assigned teaching responsibilities.

14. Answer for ALL appointees:

Answer **questions five and six** regarding spoken English competency for all appointees. *

For **question seven**, indicate the status of the required transcript documentation.

Select **On Hand** if the official transcript and/or foreign transcript evaluation, if required, is being submitted with the credentialing packet or is already available in the faculty member's official personnel file in Laserfiche.

Select **On Order** if the official transcript and/or foreign transcript evaluation has been requested but is still pending delivery from the issuing institution or evaluation agency.

Answer for ALL appointees:	
5. Is English the native language of the appointee?	--Select--
6. If not, has competency in spoken English been demonstrated to the satisfaction of the Department Chair (or other administrator initiating the offer)?	--Select--
Official transcripts must be sent directly to faculty.credentialing@tamucc.edu or to the College/Department by the issuing institution or agency. Transcripts submitted by the appointee are not considered official. For degrees earned at TAMU-CC, the official transcript will be requested internally.	
7. Are the official transcripts on hand?	--Select--

** As part of the credentialing review, the academic unit should confirm that the appointee meets the university's spoken English competency expectations for instructional assignments. This review supports compliance with Texas Education Code § 51.917 and The Texas A&M University System Policy 12.05, which require faculty members, including teaching assistants assigned oral instructional duties, to be proficient in English and, when needed, to complete appropriate English proficiency training.*

15. Degree and Transcript Information:

The credentialing packet must include documentation of the faculty member's academic credentials.

Official transcripts or transcript confirmation should be provided as part of the packet.

Official transcripts must be sent directly by the issuing institution to the Office of University Accreditation & Assessment or to the appropriate college/school or department.

Unofficial transcripts may be useful for preliminary review, but **ALL GRADUATE OFFICIAL TRANSCRIPTS** from where qualifying degrees were earned are **REQUIRED** for the final credentialing record.

16. Foreign Credentials

If the faculty member earned a degree from an institution outside the United States, a foreign credential evaluation is required.

Foreign Transcripts must be evaluated by an organization that is a member of either the [National Association of Credential Evaluation Services \(NACES\)](#) or the [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 the [Office of University Accreditation & Assessment](#).

17. Required Attachments

Each credentialing packet should include the documentation needed to support the selected credentialing pathway.

Required or commonly required items include:

- Completed Faculty Credentialing Form
- Curriculum vitae
- Official transcript
- Course list or courses to be taught
- Justification letter, if applicable
- Supporting documentation for alternative qualifications, if applicable
- Graduate Committee Membership Form, if applicable
- Foreign credential evaluation, if applicable

Departments should ensure that all attachments are included before submitting the packet.

18. Signature and Approval Section

The Faculty Credentialing Form includes three signature sections that document certification, review, and final approval of the credentialing packet.

The first signature section should be completed by the Department Chair or the Associate Dean/Associate Director, as applicable. By signing this section, the signer certifies that the information provided in the form and supporting documentation is accurate and that the academic unit confirms the faculty member is qualified for the assigned course or courses.

The second signature section should be completed by the Associate Dean/Associate Director or the Dean/Director, as applicable. This signature confirms that the college or school has reviewed and approved the credentialing packet before it is submitted for final university-level review.

19. Packet Submission & Approval

After the required department and college/school signatures are completed, the packet should be submitted to the [Office of University Accreditation & Assessment](#) for final review.

The packet should be submitted only after all required signatures (Box 1 and Box 2) have been completed, and all required documentation has been attached. This includes the completed Faculty Credentialing Form, CV, transcript documentation, course assignment information, a justification letter (if required), and any additional supporting documentation applicable to the credentialing pathway.

Once submitted, the Office of University Accreditation & Assessment will review the packet for completeness, accuracy, and alignment with faculty credentialing expectations. This review includes confirming that the form is complete, the appropriate signatures are included, the selected CIP code aligns with the NOA and assigned courses, the selected credentialing pathway is appropriate, transcript documentation supports the stated degree or coursework, and any required justification letter clearly connects the faculty member's qualifications to the assigned course or courses.

If clarification, corrections, or additional documentation are needed, the packet will be returned to the department or college/school for revision. Incomplete or inaccurate packets will delay the review and approval process.

After the Office of University Accreditation & Assessment review is complete, the packet will be routed to the Provost's Office for final signature by the Provost or Associate Provost. After final approval, the faculty member will be activated in the appropriate systems, including Banner and Interfolio.

This completes the faculty credentialing packet submission and approval process. For a visual map of the full credentialing process, including packet preparation, review, approval, activation, confirmation email, Interfolio data entry, and document filing in Laserfiche, please refer to the [Faculty Credentialing Flow](#).

If you have questions about the faculty credentialing process, required documentation, credentialing pathways, CIP code selection, justification letters, or packet submission, please contact:
[Office of University Accreditation & Assessment](#)

FACULTY CREDENTIALING PROCESS

