

FACULTY CREDENTIALING FORM

Faculty 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/Director of the academic unit. It must be submitted with all required supporting documentation before the faculty member may be assigned to teach. New faculty must be credentialed for each course they will teach, and current faculty must be credentialed before being assigned to teach a course for the first time. The completed packet must be submitted to faculty.credentialing@tamucc.edu. For additional information, please consult the [Faculty Credentialing Process Guide](#).

A number:

Term:

Year:

Last Name:

First Name:

Middle Name:

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:

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.

Please click the box to attach the faculty **CV** for this request.

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.

DOB:

Sex:

Beginning date of employment

Year:

Budgeted FTE:

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>

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?

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.

Answer for ALL appointees:

5. Is English the native language of the appointee?

6. If not, has competency in spoken English been demonstrated to the satisfaction of the Department Chair (or other administrator initiating the offer)?

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?

Certified, Department Chair or Associate Dean

Approved, College Dean/Director or Associate Dean/Associate Director

Approved, Provost or Associate Provost