



VPAA 132- Faculty Credentialing Form

This form documents that instructional faculty meet SACSCOC qualifications for teaching. This form must be completed for all full-time and part-time employees who are or will be listed as instructors of record. Send this completed form, along with any supporting documentation, to the Office of the Provost, Hurley Administration Bldg. #360 or via email: Academic.Resources@UNT.edu.

Section 1: Employee Information

Check One: [] New Faculty [] Existing Faculty

Instructor's Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ Zip: _____

Is English the primary language? [] Yes [] No (If no, consult Policy 06.023)

Citizenship Status: [] U.S. Citizen [] Permanent Resident [] Non-Resident: Visa Type _____

School/College/Academic Unit: _____ Department: _____

EMPLID (if assigned): _____ Academic Rank: _____

Check all that apply: [] Tenured/Tenured Track [] Visiting [] Lecturer [] Part-Time [] GTF [] Staff [] Other (specify) _____

If this form is being submitted as part of a faculty offer packet: Please indicate any conditions of the offer that are different from the approval ePAR & the VPAA-131 and the source of funds if applicable. (Attach additional information if necessary):

[Empty box for additional information]

If offer is being made with tenure: University for which tenure was originally granted: _____ Date tenure received: _____

Personnel Data Materials Attached:

[] Transcripts showing degrees granted [] Offer Letter

Section 2: Earned Degree Information

Table with 6 columns: Earned Degree (Highest First), Discipline/Major of Degree, Institution, Date (MM/DD/YY), Terminal Degree (add check if terminal degree), Official Transcript on File (add check to indicate yes)?1

What is the primary CIP code for this employee? _____

Section 3: Eligibility

List course prefix, course number, and course CIP codes for which instructor is qualified and/or anticipated to teach according to the SACSCOC Degree Guidelines listed below:

Faculty teaching undergraduate general education and/or baccalaureate courses: 1) earned doctorate/terminal degree in the teaching discipline or 2) faculty who hold a master’s degree and faculty who hold a terminal degree outside the teaching field (i.e., related discipline) must document their qualifications to teach a particular course through graduate coursework and/or a record of substantial and current accomplishments in the field of the teaching assignment.

Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a closely related discipline.

Graduate teaching Fellows: master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Course Prefix, Course Number, and Course CIP code	Check ONE of the following: Instructor qualified to teach...		Check ONE of the following: Qualification based on...	
	BOTH Baccalaureate and Graduate courses	ONLY Baccalaureate courses	SACSCOC Degree Guidelines ¹	Additional Qualifications ²

¹ If no official transcript is on file in the Provost’s office for highest degree earned, please request instructor to secure the official transcript and include with this form

² If checked, complete Section 4: Additional Qualifications

Section 4: Texas Higher Education Coordinating Board CMB008 Credentialing Requirements

Complete this section for all NTT instructional faculty, including adjunct faculty. *Justifications for selection of anything other than “Terminal degree in discipline” should be included in Section 5 below (page 3).*

- Non-tenured – “Terminal degree in discipline” for course being taught: all instructors with a doctoral or other terminal degree in the discipline, including adjunct professors, visiting professors, lecturers, senior lecturers, and clinical professors.
- Non-tenured – “Appropriate professional certification” for course being taught: certification based on Master's degree and faculty who hold a terminal degree outside of the teaching field, i.e., related discipline.
- Non-tenured – “Extensive and recognized accomplishments in field” for course being taught.
- Non-tenured faculty, if not identified in definitions above - please provide brief explanation below for this selection.

Section 5: Additional Qualifications

Complete this section for all instructional faculty who are **NOT** degree qualified according to the SACSCOC Degree Guidelines documented in Section 3. Please check all Additional Qualifications that apply, and **explain each checked item** in the space provided.

The **narrative justification** provided below or on a separate document attached to this form should explicitly address how the individual’s accomplishments constitute a level of preparation for the instructional assignment comparable to that of a person holding a graduate degree in the teaching field; documentation of how the faculty member’s experience and accomplishments has prepared him or her to effectively deliver the instructional assignment, focusing on accomplishments across a career but with particular weight given to recent and current work.

Supporting documents including a **course matrix** that identifies key course objectives (learning outcomes from syllabus) which explains the evidence for concluding that the individual is prepared to meet those objectives, vitae, transcripts, and copies of licenses and certifications should be submitted with this form.

<input checked="" type="checkbox"/>	Additional Qualifications	Justification Narrative
<input type="checkbox"/>	Degree(s) from related discipline	
<input type="checkbox"/>	Research and Publications	
<input type="checkbox"/>	Professional licensure or certification	
<input type="checkbox"/>	Special training	
<input type="checkbox"/>	Related work experience	
<input type="checkbox"/>	Documented teaching excellence in discipline	
<input type="checkbox"/>	Honors, awards, or special recognition	
<input type="checkbox"/>	Other competencies or achievements	

Approvals: *I certify that the evaluation process and hiring action was done in compliance with University policies and procedures and equal opportunity guidelines:*

Department Chair Signature: _____ **Date:** _____

Dean Signature: _____ **Date:** _____

Executive Dean Signature: _____ **Date:** _____

Assistant Vice Provost Academic Personnel: _____ **Date:** _____