

## 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:

Bryan Baker

Assistant Vice President

Division of Institutional Excellence

bryan.baker@tamucc.edu

CCH 291C, Mail Stop 5758

Questions regarding the credentialing process, forms, or transcripts please call Bryan Baker (361) 825-2723 or email bryan.baker@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 Bryan Baker, 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 a university approved transcript evaluator. A detailed course by course evaluation report is required *with* an official transcript. The evaluation agency must send the evaluation report directly to Bryan Baker or the College/Department.

APPROVED EVALUATORS

- **Foreign Credentials Services of America**      [www.fcsa.biz](http://www.fcsa.biz)  
1910 Justin Lane  
Austin, Texas 78757-2411  
Phone: (512) 459-8428    Fax: (512) 459-4565  
[E-mail: info@fcsa.biz](mailto:info@fcsa.biz)
  
- **Educational Credential Evaluators, Inc.**      [www.ece.org](http://www.ece.org)  
P.O. Box 514070  
Milwaukee, Wisconsin 53203-3470  
Phone: (414) 289-3400    Fax: (414) 289-3411  
E-mail: [eval@ece.org](mailto:eval@ece.org)
  
- **Global Credential Evaluators, Inc.**      [www.gceus.com](http://www.gceus.com) or [www.gcevaluators.com](http://www.gcevaluators.com)  
P.O. Box 9203  
College Station, Texas 77842-9203  
Phone: 800-517-4754    Fax: (512) 528-9293  
E-mail: [gce@gceus.com](mailto:gce@gceus.com)
  
- **World Education Services**      [www.wes.org](http://www.wes.org)  
P.O. Box 745  
Old Chelsea Station  
New York, New York 10113-0745  
Phone: (212) 966-6311    Fax: (212) 739-6100  
E-mail: [info@wes.org](mailto:info@wes.org)
  
- **SpanTran: The Evaluation Company**      <http://www.spantran.com>  
2400 Augusta Drive  
Suite 451, Houston, TX 77057  
Phone: (713) 266-8805    Fax: (713) 789-6022  
E-mail: <https://spantran.com/web/contact>