

Texas A&M University-Kingsville  
**Credential Evaluation Summary**

<b>PART I – Education</b> (to be completed by chair and verified by dean)				
Name:			SSN:	
<b>Education</b> List degrees earned:				
	Year	Major Field	Degree	Institution
1				
2				
3				
4				

<b>Part II – Position Description</b> (to be completed by chair and verified by dean)	
Position Title:	
<input type="checkbox"/> Tenured or Tenure Track <input type="checkbox"/> Non-tenure track <input type="checkbox"/> Temporary	
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Requires membership on graduate faculty	
Anticipated courses to be taught (Course Code, Number, & Title):	

<b>PART III – Verification of Qualifications</b> (to be completed by chair and verified by dean)	
<input type="checkbox"/> Official transcript(s) on file in the Provost’s office.	
<input type="checkbox"/> <b>For faculty teaching only developmental courses:</b> Bachelor’s degree in teaching discipline. List additional qualifications (training, graduate credits, etc.):	
<input type="checkbox"/> <b>For graduate teaching assistants:</b> 18+ graduate hours in teaching discipline. Plans are in place for direct supervision, in-service training, and periodic evaluations.	
<input type="checkbox"/> <b>For faculty teaching only undergraduate courses:</b> Doctorate or Master’s degree in teaching discipline.	
or	
<input type="checkbox"/> Out-of-field Doctorate or Master’s degree but 18+ graduate hours in teaching discipline. <i>Attach completed “Justification of Faculty Qualifications” form.*</i>	
<input type="checkbox"/> <b>If teaching assignment includes graduate courses:</b> Doctorate in teaching discipline.	
<input type="checkbox"/> Lacks required degree but is qualified through justification. <i>Attach completed “Justification of Faculty Qualifications” form.*</i>	

\*[Justification of Faculty Qualifications Form Link](#)

<b>PART IV – Approvals</b>			
Department Chair’s Signature		Dean’s Signature	
Date		Date	
<b>Submit to Office of the Provost and Vice President for Academic Affairs</b>			
Provost or AVPAA		Date	