

Texas A&M University-Kingsville
Credential Evaluation Summary

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

Part II – Position Description (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:		

PART III – Verification of Qualifications (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"/> For faculty teaching only developmental courses: Bachelor’s degree in teaching discipline. List additional qualifications (training, graduate credits, etc.):	
<input type="checkbox"/> For graduate teaching assistants: 18+ graduate hours in teaching discipline. Plans are in place for direct supervision, in-service training, and periodic evaluations.	
<input type="checkbox"/> For faculty teaching only undergraduate courses: 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 for Faculty Qualifications” form.*</i>	
<input type="checkbox"/> If teaching assignment includes graduate courses: 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](#)

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