

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:	
☐ Tenured or Tenure Track	☐ Non-tenure track ☐ Temporary
☐ Full time ☐ Part time	☐ Requires membership on graduate faculty
Anticipated courses to be taught:	

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