

The University of Texas at Arlington
Certification of Credentials and Qualifications for a Non-Tenure Line Faculty Appointment

This form documents that non-tenure line faculty being appointed to The University of Texas at Arlington meet the qualifications established by the Southern Association of Colleges and Schools (SACS). Before an offer letter is sent to the appointee, this form must be completed by the Department Chair and approved by the Dean of the school/college and the Dean of the Graduate School (if the appointee will teach graduate classes). Upon hiring, Chairs will forward this form to the Office of Institutional Research, Planning and Effectiveness for recording of credentials.

Appointee Name: _____ **UTA ID:** _____ **Department:** _____
(Last, First – Print or type legibly) (Not SSN)

Effective Date of Hire: _____ **Title** _____ **Class(es) Assigned:** _____

List All Degrees, Highest First (e.g., PhD, EdD, MS, BBA, etc.)	Discipline	Month/ Year of Award	Awarding Institution/ City, State	Is Awarding Institution Regionally Accredited? (Y/N)	Is This Degree Terminal in Teaching Field? (Y/N)

Answer for appointees whose highest degree was awarded by an institution NOT accredited by a regional accrediting agency equivalent to SACS (i.e., a foreign institution or non-accredited U.S. institution). The educational credentials must be evaluated for equivalency and results of the evaluation placed in the appointee’s file.

1. Transcript evaluation has been requested from the Provost’s Office: _____ Yes _____ No

Answer for appointees whose highest earned degree is NOT considered to be the terminal degree in the teaching field:

2. The appointee holds a terminal degree in a field related to the courses assigned, as explained below in “Justification Statement”. _____ Yes _____ No

3. The appointee will teach only undergraduate courses, holds a master’s degree, **and** has earned at least 18 graduate semester credits **in the teaching field**. _____ Yes _____ No

4. Exceptional alternative qualifications justify the appointee teaching without the recommended educational credentials, as explained below in “Justification Statement”. _____ Yes _____ No

Justification Statement, if required: (Attach an additional sheet if necessary.)

Answer for ALL appointees:

5. Appointee is a member of the Graduate Faculty. _____ Yes _____ No
(If no, request approval for the appointee to teach graduate courses by sending a copy of this form to the Office of Graduate Studies accompanied by a CV.)

6. English is the native language of the appointee. _____ Yes _____ No

7. If no, competency in spoken English has been demonstrated to the satisfaction of the Department Chair (or other administrator initiating the offer). _____ Yes _____ No

8. An official transcript for the highest earned degree is: _____ On hand _____ On order

Certified, Department Chair **Approved, College/School Dean** **Approved, Graduate Dean*** **Credentials Recorded, IRP**

Signature/Date **Signature/Date** **Signature/Date** **Signature/Date**

*If needed for teaching a graduate course