

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

This form documents that tenured or tenure earning 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 Provost for approval, this form must be completed by the Department Chair and approved by the Dean of the College/School. This form must be forwarded to the Provost with the offer letter packet. **Upon approval, the Provost's Office will forward a copy of this form to the Office of Institutional Research, Planning, and Effectiveness for recording of credentials.**

Appointee Name: \_\_\_\_\_ UTA ID: \_\_\_\_\_ Department: \_\_\_\_\_  
(Last, First - Type or print 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. (A statement of justification must be included below.) \_\_\_\_\_ Yes \_\_\_\_\_ No

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Answer for **ALL** appointees:

5. English is the native language of the appointee. \_\_\_\_\_ Yes \_\_\_\_\_ No

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

7. An official transcript for the highest earned degree is : \_\_\_\_\_ On hand \_\_\_\_\_ On order

**Certified, Dept Chair                      Approved, Dean                      Approved, Provost                      Credentials Recorded, IRPE**

\_\_\_\_\_  
 Signature/Date                      Signature/Date                      Signature/Date                      Signature/Date