

**TEXAS CHRISTIAN UNIVERSITY**  
**Faculty Qualifications and Credentials**  
**Alternative Justification Narrative**

<b>Name:</b>
<b>Department:</b>

**Section 4: Alternative Qualifications** (Duplicate this form for each class that requires an Alternative Justification)

Complete this section for all courses for which the faculty member is NOT degree or graduate semester hour qualified according to the suggested SACS COC Degree Guidelines which have been adopted for Texas Christian University (see next page). Please check all Additional Qualifications that apply, and **explain each checked item** in the space provided. **Supporting documents such as vitae, transcripts, copies of licenses and certifications, etc. should be submitted with this form. The justification form must be completed by the chair before a contract is issued.**

Course Prefix & Number	Title	Terms Taught

**Check all boxes below that have been used in the faculty member's Alternative Justification:**

- |  |  |   |  |   |
|--|--|---|--|---|
| <input type="checkbox"/> Degree(s) in related discipline | <input type="checkbox"/> Graduate course work in a related area                | <input type="checkbox"/> Research & Publications              | <input type="checkbox"/> Professional Licensure or certification | <input type="checkbox"/> Special Training |
| <input type="checkbox"/> Related work Experience         | <input type="checkbox"/> Documented teaching excellence at another institution | <input type="checkbox"/> Honors, Awards, Special Recognitions | <input type="checkbox"/> Other competencies achievements         | <input type="checkbox"/> Other            |

**An Alternative Justification Narrative must be completed and all supporting documentation placed in the faculty member's file in the Office of the Vice Chancellor for Academic Affairs.**

<b>Alternative Justification Narrative:</b>

**Texas Christian University**  
**Faculty Qualifications and Credentials Policy**

When defining faculty qualifications using faculty credentials, one should use the following as credential guidelines:

- a) Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b) Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- c) Faculty teaching graduate courses: doctoral degree in the teaching discipline.