



Faculty Qualifications and Credential Approval Form

Supporting documents such as updated CV, original transcripts, copies of licenses, and certifications, etc., should be submitted with this form unless previously submitted versions, if applicable, are current. The form **must** be completed by the Chair and signed by the Dean, SACSCOC Institutional Liaison, and Provost before a contract is issued. Faculty must be qualified according to SACSCOC Guidelines.

Department Chair:

Date submitted:

Faculty Name:

Highest Degree Earned:

Major/Concentration:

PROVOST OFFICE USE ONLY:	
Original Transcript on File:	<input type="text"/>
Updated CV on File:	<input type="text"/>

Number of applicable credit hours from transcript, i.e., hours applicable to coursework to be taught at TCU:

Approved TCU Courses

Course Prefix	Course Number	Course Name	Master's Degree in Discipline	Doctoral Degree in Discipline	Alternative Credentials

Alternative Qualification: This section must be completed if the faculty member does not have,

- o A doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline) when hired to teach a general education course(s) at the undergraduate level **or** any baccalaureate course(s).
- o A doctorate or terminal degree in the teaching discipline or a related discipline when hired to teach graduate and post-baccalaureate course work.

Consider the following list of alternative qualifications in justifying the faculty member's credentials to teach the above listed course(s). Select all that are applicable. In the box that follows, please explain how the selected items qualify the faculty member to teach the specific course(s).

- | | | |
|--|---|--------------------------------------|
| Degree(s) in Related Discipline | Related Work Experience | Honors, Awards, Special Recognitions |
| Graduate Course Work in a Related Area | Documented Teaching Excellence at Another Institution | Other Competencies and Achievements |
| Professional License/Certification | Research and Publications | |

[*Click here to learn more about the required documentation to submit with this form](#)

Alternative Qualification Justification Worksheet

Please complete the table below. For each course learning outcome/objectives, provide **documented** instructor qualifications that are clearly aligned with the outcome/objective and demonstrate the instructor is qualified to facilitate students' successful achievement of the outcome/objective. Documentation must be made available to SACSCOC reviewers and includes relevant transcripts, detailed CVs showing the experience and dates for the experience, copies of certifications, publications, awards, etc. The alternative qualifications may include:

- Degree(s) in related discipline
- Graduate course work in a related area
- Professional License/Certification
- Related Work Experience¹
- Documented Teaching Excellence at another institution
- Research and publications
- Honors, Awards, Special Recognitions
- Other Competencies and Achievements

Add additional rows if needed.

Course Outcome/Objective		Qualification
Ex.	Describe state and local political systems and their relationship within the federal system	Served two terms (8 years) in the Texas Senate and two terms (12 years) in the US Senate
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

¹In the *Guidelines for (Re) Appointment of Adjunct or Part-Time Faculty* document, TCU determined that “Professional experience of 7-10 years in the area directly related to the course taught can be substituted for graduate degree credentials.” This “graduate degree” substitution does not apply where a doctoral or other terminal degree is required and additional qualifications are required such as a greater amount of related professional experience, professional licensure or certifications, special recognitions, etc.

Dean (signature)

SACSCOC Institutional Liaison

Provost and Vice Chancellor for Academic Affairs

School/College

Date

Date