**Credential Evaluation Summary**

In compliance with University policy, SACSCOC and THECB, UNT Dallas justifies and documents each faculty member’s qualifications relevant to the specific courses they are assigned to teach.

Form to be completed by chair or associate dean and verified by dean.

**PART I: Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: | | | | |  |
| Education List degree(s) in order earned: | | | | |  |
|  | Year | Major Field | Degree | Institution | Terminal Degree  (Y or N) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| Primary Discipline: | | | No. of Graduate Hours: | |  |
| Secondary Discipline: | | | No. of Graduate Hours: | |  |

**PART II: Position Description**

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

**PART III – Verification of Qualifications: Check the appropriate box below.**

|  |  |
| --- | --- |
|  | For faculty teaching **GRADUATE COURSES**:  Doctorate or terminal degree in teaching discipline or related field |
|  | For faculty teaching *only* **UNDERGRADUATE COURSES**:  Master’s degree in the teaching discipline or  \*Master’s degree (out of field) with at least 18 hrs. in teaching discipline |
|  | \*Lacks required degree but is qualified through additional qualifications. |

\* Requires *Faculty Justification Form*

|  |
| --- |
| **PART IV – Approvals** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |   Department Chair/ Assist Dean Date Dean Date   |  |  |  | | --- | --- | --- | |  |  |  |   Provost or AVP Date |

**Faculty Justification Form**

**Additional Qualifications:** qualifications other than academic credentials (or combined with credentials) may be appropriate for teaching particular courses.

Complete this section for all instructional faculty who are **NOT** degree qualified to teach assigned courses. Please check all Additional Qualifications that apply, and **explain each checked item** in the space provided.

The **Justification Narrative** provided below should explicitly address how the faculty member’s experience and accomplishments has prepared him or her to effectively deliver the instructional assignment, focusing on accomplishments across a career but with particular weight given to recent and current work. The justification should include the dates for these additional qualifications and clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the courses assigned to the faculty member.

Supporting documents including vitae, transcripts, copies of licenses/ certifications, or other evidence used to qualify faculty needs to be submitted with this form.

Check the appropriate box below and provide explanation in the space provided.

|  |  |  |
| --- | --- | --- |
|  | **Additional Qualifications** | **Justification Narrative** |
|  | Out-of-field degree with concentration - list degree and courses | **Describe how the experiences and accomplishments identified in the left column has prepared the faculty to effectively deliver the instructional assignment. Include relevant dates.** |
|  | Licensure and certifications - list certification and start and end dates |
|  | Related work or professional experience- list dates of work and connect to the courses taught |
|  | Honors, award, and special recognitions- list honors, dates received, and connect to the courses taught |
|  | Continuous documented excellence in teaching- describe |
|  | Scholarly publications and presented papers - list publications, dates, and connect to the courses taught |
|  | Other competencies and achievements that contribute to effective teaching |