

**The University of Texas at Dallas**  
**Certification of Credentials and Qualifications for a Non-Tenure/Tenure Track Faculty Appointment**

This form documents that non-tenure/tenure track faculty being appointed to The University of Texas at Dallas 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 Head, Program Head, or Associate Dean (as appropriate) and approved by the Dean of the School. Upon hiring, this form must be forwarded to the Provost's Office for recording.

Appointee Name: \_\_\_\_\_  
(Please type or print legibly)

Title: \_\_\_\_\_

Dept/Program/Area: \_\_\_\_\_ Class(es) Assigned: \_\_\_\_\_

| Earned Degrees<br>(e.g., BS, MS,<br>PhD, EdD, etc.) | Discipline | Month/ Year<br>of Award | Awarding Institution | Awarding Institution<br>Regionally<br>Accredited? | Highest Degree<br>Terminal in the<br>Teaching Field? |
|---|------------|-------------------------|----------------------|---|--|
|   |            |                         |                      |   |  |
|   |            |                         |                      |   |  |
|   |            |                         |                      |   |  |
|   |            |                         |                      |   |  |

Answer only if any 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:

1. Educational credentials have been evaluated for equivalency. \_\_\_\_\_ Yes \_\_\_\_\_ No

Answer only if highest earned degree is **NOT** considered to be the terminal degree in the teaching field.  
(NOTE: If the answer to EITHER #2 or #3 is "No," the answer to #4 MUST be "Yes.")

2. The appointee holds at least a master's degree **and** the appointee's transcript shows at least 18 graduate semester credits **in the teaching field**. \_\_\_\_\_ Yes \_\_\_\_\_ No

3. The appointee will teach only undergraduate courses. \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Exceptional alternative qualifications justify the appointee teaching without the recommended educational credential. (A statement of justification must be included below and documentation of alternative qualifications must be attached.) \_\_\_\_\_ Yes \_\_\_\_\_ No

**Justification Statement, if required:** (Continue on an attached sheet if additional space is needed.)

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 Head (or other administrator initiating the offer). \_\_\_\_\_ Yes \_\_\_\_\_ No

7. Official transcripts are: \_\_\_\_\_ On hand \_\_\_\_\_ On order

Certified, Department Head,  
Program Head, or Associate Dean

Approved, School Dean

Credentials Recorded, Provost's Office

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

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

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