

UNIVERSITY OF TEXAS ARLINGTON

Certification of Credentials and Qualifications Form (CCQ)

This form documents that full-time and part-time primary instructors hired by The University of Texas at Arlington meet the qualifications established by the Southern Association of Colleges and Schools (SACSCOC).

Appointee Name		Rank	College/Department
UTA ID	Date of Appointment	Status (FT/PT)	Form Completed by:

INFORMATION ON DEGREES EARNED

Level	Type of Degree (Ph.D., Ed.D., MSW, etc.)	Discipline	Year Awarded	Institution Awarding Degree, Location and CIP Code
Doctorate Degree				
Masters Degree				
Undergraduate Degree				
Other (licensure, credentials, etc. that are relevant to teaching assigned courses)				

CIP Codes available at <http://www.txhighereddata.org/Interactive/CIP/>

COURSE ASSIGNMENTS

Course Prefix	Full Title of Course & Credit Hours	Course Level (Undergrad or Graduate)	Does faculty member hold terminal degree in this discipline?	Course Description
<i>EXAMPLE:</i> HIST 1312	History of the United States, 1865 to present (3)	Undergrad	YES	An introduction to the political, social, economic, and cultural history of the United States since 1865 including Reconstruction; the Gilded Age; Civil Rights; American Imperialism; the Cold War; twentieth century politics.

Is the appointee a member of the Graduate Faculty? _____Yes _____No
UT Arlington's HOP Section 4-206 states: Only full members of the Graduate Faculty may teach graduate courses, serve on graduate student supervising committees, serve on committee(s) on graduate studies, supervise master's theses and doctoral dissertations, and vote in all Graduate faculty functions. Please see HOP Section 4-206 for requesting certification of membership in the Graduate School.

Is an **official** transcript for the highest earned degree on hand?

_____Yes _____No

Is a **current** curriculum vitae (CV) on hand?

_____Yes _____No

Degree Equivalency Evaluation: A candidate whose highest degree was awarded by an institution NOT accredited by a regional accrediting agency equivalent to SACSCOC (i.e., a foreign institution or non-accredited U.S. institution) must have their educational credentials evaluated for equivalency and the results placed in the appointee's file. Please make sure to note that the purpose of the verification is "for employment."

SpanTran Educational Services: www.spantran-edu.org
2400 Augusta Drive, Suite 451
Houston, TX77057
Telephone: 713.266.8805

Transcript evaluation has been requested:

_____Yes _____No

If the degrees earned match the anticipated teaching assignments and if the degree level is appropriate for the level of courses to be taught, no further documentation is required beyond this form, official transcript, and vitae. If faculty qualifications for teaching courses in the target discipline at the desired level cannot be established based on the SACSCOC standards both this form [Certification of Credentials and Qualifications Form] **AND** a Supplemental Qualifications Form must be approved **prior to an offer being made.**

Department Chair

Dean

Signature & Date

Signature & Date

Provost's Office

Graduate Dean
(only if teaching grad courses)

Signature & Date

Signature & Date



**Supplemental Qualifications Form
for Faculty Credentials**

UT Arlington recognizes that instructors may bring an unquestionable level of advanced accomplishment in their field that may not include the typical academic credentials. SACSCOC 3.7.1 provides an opportunity for departments to present a justification with **strong evidence** of advanced accomplishment of the prospective faculty member to deliver the assigned instructional material. The evidence may include: "...related work experience, professional licensure and certifications, honors and awards, continuous documented excellence in teaching."

Appointee Name		Rank	College/Department
UTA ID	Date of Appointment	Status (FT/PT)	Form Completed by:

If faculty qualifications cannot be established using standard SACS criteria and earned degrees at the appropriate levels, and/or does **not hold a terminal degree in the teaching discipline**, provide additional justification for the anticipated teaching assignment by completing all of the sections below.

UT Arlington Supplemental Qualifications for Faculty Credentials Form

Please Use One Form Per Faculty Member

Course(s) Taught (include term, course number & title, credit hours)	Course Learning Outcomes	Academic Degrees & Coursework (relevant to courses taught, including institution & major)	Other Qualifications and Comments (related to learning outcomes for courses)

SAMPLE COPY

[Please Use One Form Per Faculty Member. Examples Below are Illustrative Only]

Instructor Name (Full-Time, Part-Time)	Course(s) Taught (include term, course number & title, credit hours)	Course Learning Outcomes	Academic Degrees & Coursework (relevant to courses taught, including institution & major)	Other Qualifications and Comments (related to learning outcomes for courses)
Jessica Jones (FT)	Fall 2015 HIST 1312 <i>History Of The United States, 1865 To Present</i> (3)	<ul style="list-style-type: none"> • Analyze and compare political, geographic, economic, social, cultural, religious and intellectual <u>institutions, structures, and processes</u> across historical periods and cultures • Recognize and articulate the diversity of human experience across a range of historical periods and the complexities of a <u>global culture and society</u> • Analyze the contributions of <u>past cultures/societies</u> to the contemporary world. 	Ph.D. in Sociology, 2003, University of California San Diego ETHS 4312 History of the U.S. from an ethnic studies perspective (3) SOC 5320 Global Cultures and Society (3) HIST 5523 Interpreting History and Social Institutions (3) SOC6207 Comparative Historical Methods (3) SOC 6214 Urban Sociology (3) HIST 5207 Nationalism, Colonialism and Race (3) HIST 5271 New Research Directions in U.S. History (3)	Meets minimum 18 graduate degree on teaching discipline or related. Chair, the Dallas Historical Society and winner NEH grant to document oral histories of African Americans in DFW. Awarded White House commendation for preserving DFW African American history.
Daniel James (PT)	Spring 2016 MUSIC 5366 Jazz Style and Analysis (3)	<ul style="list-style-type: none"> • Analyze the improvisational techniques used by prominent jazz musicians. • Master transcription and theoretical analysis over different periods and styles in jazz. 	BM (Music Performance), Berklee College of Music	Grammy Award winner (2013); performs regularly with other Grammy winners; taught 2 music courses for masters students at Berklee College of Music in Spring 12 and Spring 13 with high course reviews (attached).

