



Department Chair Justification Checklist for Faculty Credentials

- Official transcript is on file in the hiring department.
- Updated CV is on file in hiring department.
- Certification of Credentials and Qualifications Form completed.
- Checked that course learning objectives are aligned with credentials on file.
- For faculty teaching undergraduate courses, the CCQ Form is submitted to Dr. Maria Martinez-Cosio, Assistant Vice Provost for Faculty Affairs, Box 19128, mcosio@uta.edu
- For new tenure stream** faculty, please follow your college's/ school's process for preparing offer letters but ensure that the offer letter is accompanied by the credential form and forward to the Provost's Office.
- For non-tenure stream** faculty, before an offer letter is sent to the instructor, the credential form must be approved by the Dean. Submit the CCQ to Dr. Maria Martinez-Cosio, Assistant Vice Provost for Faculty Affairs, Box 19128, mcosio@uta.edu. If teaching a graduate course, the CCQ will be routed to the Graduate School. Once approved, the form will be forwarded to Institutional Effectiveness and Reporting for recording.
- For GTAs**, the credential form must be approved by the chair and the Dean of the College/School. A copy of the form should be sent to Dr. Maria Martinez-Cosio, Assistant Vice Provost for Faculty Affairs, Box 19128, mcosio@uta.edu.

For Faculty WITHOUT a Terminal Degree in the Teaching Field:

- Certification of Credentials and Qualifications Form (CCQ) and Supplemental Qualifications Form completed.
- Evidence is on hand of professional experience, qualifications, licensures, transcripts of relevant coursework, and awards.