

Credentialing Glossary

CCQ form: The CCQ form stands for Certification of Credentials and Qualifications. It documents the faculty information such as: qualifications, the courses and/or disciplines that they will be teaching, OIER review and feedback, and signatures of approval. Please see the Credentialing 101 document for additional information.

Compliance: The state of meeting rules or standards of higher education accreditors and the Texas A&M System.

Credentialing: The review of an individual's CV, resume, transcripts, etc. to ensure they have the appropriate academic preparation, training, and experience to teach at the university level and meets or exceeds the minimum requirements established by SACSCoC.

Credentialing 101: Credentialing 101 is a document provides the steps and process to credential prospective faculty, current faculty, and Graduate Assistants (GA)-Teaching to teach. It is an all-encompassing resource for the process of faculty credentialing. Please see the Credentialing 101 document for additional information.

DocuSign: A program designed to allow signatures on documents to be acquired electronically.

Foreign Transcript: Transcript with academic credentials earned from an institution outside the US that will require a course-by-course foreign credential evaluation before credential review.

Instructor of Record: Person who has overall responsibility for the development and implementation of the course syllabus, for the day-to-day delivery of the course, for ensuring that course learning outcomes are covered and assessed, and for the issuing of grades.

Justification: A written narrative and list of additional qualifications of faculty member that do not possess the academic credentials or meets the SACSCoC guidelines to teach.

OIER: Office of Institutional Effectiveness and Research. The OIER provides institutional data to the state, federal, and other external reporting agencies involved with the University and assists the University with accreditation, assessment, reporting, research, and compliance.

Other Factors: Other qualifications such as certifications, licensures, professional trainings, presentations, publications, etc. in the discipline that qualify faculty to teach.

SACSCoC: Southern Association of Colleges and Schools Commission on Colleges is the body for accreditation of degree-granting higher education institutions in the Southern states.

Substantiating Documentation: Supporting documentation that can be used as evidence of qualifications to teach.

Terminal Degree: The highest degree that can be awarded in a specific academic or professional track.

Transcript: A official document from an academic institution that lists the courses, grades, and awarded degrees.

University Accreditation- The recognition from an accrediting agency that an institution maintains a certain level of educational standards. Able to award baccalaureate, masters, doctorate, and professional levels.

