

# Credentialing FAQs

Q: What office processes credential paperwork?

A: The Office of Institutional Effectiveness (OIER) processes faculty credential paperwork.

Q: How often is the credentialing process reviewed?

A: OIER will review the credentialing process every two years unless otherwise requested.

Q: How often does OIER review faculty credentials?

A: OIER reviews and audits faculty credentials and files yearly.

Q: What is Credentialing 101?

A: Credentialing 101 is a document that 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.

Q: What does OIER need to credential faculty to teach?

A: OIER needs a current CV, resume and transcripts.

Q: Where do I submit faculty CV, resumes and transcripts for OIER to review?

A: You submit a ticket via iSITE and attach the documents for prospective faculty and current faculty. This same process applies to Graduate Assistants that will teach after you receive approval from the Associate Provost's office by filling out the Request to Hire GA form. The signed/approved form must be attached to the ticket with the CV, resume, and transcripts. Please see the Credentialing 101 document for additional information.

Q: How long does OIER need to credential faculty?

A: Once you submit the iSITE ticket, OIER will request 7 business days to review the faculty's credentials.

Q: What is a justification?

A: Justifications are written narratives and lists of additional qualifications of faculty members that do not possess the academic credentials or meet the SACSCoC guidelines to teach. They provide the "other factors" that a faculty member possesses that support their qualifications to teach. Please see the Justification for Discipline(s)/Course(s) Template and the Credentialing 101 document for additional information.

Q: How do I know a justification is needed?

A: OIER will communicate with you via iSITE that a justification will need to be written to credential the faculty to teach a discipline or course.

Q: How do I update the Terminal Degree Listing?

A: Contact OIER via [IER@tamut.edu](mailto:IER@tamut.edu) with your updates for the Terminal Degree Listing.

Q: When will official transcripts need to be submitted to OIER?

A: Unofficial transcripts are accepted for the initial review, but the official transcripts will need to be sent directly the Office of the Provost from the issuing agency before census fall and spring semesters. Official transcripts for summer semesters must be received before August 1<sup>st</sup> or the faculty cannot teach. Please see the Credentialing 101 document for additional information.

Q: What is the CCQ form?

A: 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.

