



Credentialing Guide

Texas Tech University (TTU) requires that all instructors of record are credentialed for each class taught. To be compliant with SACSCOC comprehensive standard 6.2, TTU has adopted OP 32.36, Certification of Faculty Qualifications, that provides the general guidelines for credentialing an instructor of record (IOR). Instructors of record typically include faculty and adjuncts, graduate part time instructors (GPTIs), staff who teach, and sometimes, though rarely, teaching assistants.

Note, full-time faculty with professorial titles are credentialed at the time of hire.

Credentialing an IOR who **does not have** the terminal degree in the teaching discipline consists of **two parts** – 1) *a brief justification statement that provides a description of qualifications that a lay reviewer can understand, providing a foundation for the reason the person has the necessary experience to be an IOR,* and 2) *for each course the IOR is to teach, an experience record that demonstrates the IOR's expertise directly related to the student learning outcomes and topical content (“connects the dots” for a SACSCOC review who will more than likely not be an expert in the teaching discipline).* Below is a guide to creating the justification statement and experience record with some of useful phrases for building a faculty member's justification statement.

Part 1: Justification Statement

Somewhat different pieces of information may be needed for a justification statement depending on whether the IOR is a full-time faculty member or part-time faculty member (e.g. adjunct, visiting, teaching assistant, etc). Refer to OP 32.17 for faculty titles.

Faculty with terminal or equivalent degree in the teaching discipline: Instructors of Record

Written narrative should identify the highest earned degree and, if the major is not obviously connected to the discipline, a brief statement that allows the reviewer to understand the connection between the major and the teaching discipline (for example teaching in the Chemical Engineering Department with a doctoral degree majoring in Pulp and Paper Science for which the connection between the department and major are not obvious to a lay SACSCOC review).

- *Name of faculty member earned a degree level degree in field of study, degree program from name of institution. (For example, *Sam Smith earned a Doctor of Management degree at Southwest Polytechnic University with a specialization in Organizational Leadership.*)*



- Name of faculty member earned a(n) international/non-US standard degree title from international/non-US institution in country other than U.S. This is equivalent to a degree level degree in field of study, degree program in the United States.

Faculty without terminal or equivalent degree in the teaching discipline: Instructors of Record

- Name of faculty member has wide-ranging scholarship in field of study, degree program (List relevant scholarship in the Experience Record).
- Name of faculty member has ___ publications with contributions directly related to the area or areas related to teaching field (List relevant publications in the Experience Record).
- Name of faculty member has over ___ years of professional experience in area or areas related to teaching field.
- Name of faculty member has extensive experience in list job duties or responsibilities as they relate to the teaching field.
- Name of faculty member has served as position on professional organization / committee / board, etc..
- Name of faculty member has 18 hours of completed graduate coursework in area or areas related to teaching field. (List the courses that constitute the 18 hours in the Experience Record.)
- Name of faculty member has obtained a(n) industry certificate and/or professional license.
- Name of faculty member has been recognized by professional organization relevant to the field of study.
- Name of faculty member has received awards from professional organization specific to the field.
- Name of faculty member is recognized nationally/internationally as an authority on field of study, or area(s) related to teaching field.

GPTI Instructor of Record

Following are useful Phrases for building a GPTI's justification statement. Written narrative should identify the highest earned degree and indicate additional credentials that qualify the GPTI to teach the course.



- Name of GPTI has 18 hours of graduate coursework in teaching discipline. (For example, Ms. Guerro has earned 18 hours of graduate credit in Astrophysics. List the courses that constitute the 18 hours in the experience record.)
- Name of GPTI has a Master's degree in teaching discipline.
- Name of GPTI is directly supervised by Name of Faculty Member experienced in teaching discipline and receives regular in-service training when/how often/by whom.
- Name of GPTI has been a research assistant for name of Faculty member(s) for ___ years or semesters working on area or areas related to teaching discipline.
- Name of GPTI has received awards for teaching and/or research related to area or areas of discipline from name(s) of professional organization(s).
- Name of GPTI has had ___ experience list job duties or responsibilities as they relate to the teaching field.
- Name of GPTI has obtained a(n) industry certificate and/or professional license in the area of the teaching discipline.
- Name of GPTI has worked as a teaching assistant for Name of Faculty Member and courses related to area(s) of discipline for ___ semesters or years.

Part 2: Experience Record

Creating the Experience Record (Mandatory for IORs who do not have the terminal or equivalent degree in the teaching discipline)

The experience record must consist of at least one entry, and perhaps many more, that constitutes qualifying experience demonstrating the person's professional specialized skills in the course for which credentialing is requested. You will need to match the qualifying experience to the student learning outcomes (SLOs) and course objectives/content to be taught by the IOR (all topic/course content and SLOs should correspond to at least one qualifying experience record). The experience record will typically require several entries to demonstrate the necessary specialized skill (consider, for example, if the professional experiences demonstrate the expertise relevant to the equivalent degree that would be required to teach the course in question). For scholarly work performed by the potential IOR for which more than one person is an



author/contributor, specifically note the topical contribution by the IOR as it pertains to the course in question.

Example:

Course for which justification is requested: ASTRO 2332 Basics of Rocket Science

Course description: ASTRO 2322 is an introductory course to the design, material selection, and construction concepts for rockets.

List the student learning outcomes so the reviewer understands the required expertise specific to the course.

Topical content: introduction to rocket design, introduction to modern rocket construction, material and construction performance

Student learning outcomes:

- 1) Students will be able to identify the forces and moments on a rocket
- 2) Students will be able to discuss and analyze requirements for rocket design
- 3) Students will be able to identify classes of material suitable for rocket construction

Experience Record: (Purpose is to directly link the IOR’s experience to the course topical content or student learning outcomes)

1.

Company	Position	Dates of activity (mm/yy – mm/yy)
Acme StarCraft	Research & Development Technologist	August 2016-May 2019
<p>Brief description of the activity performed and how the activity provides experience specific to the course to be taught</p> <p>As an engineer in the R&D section of Acme StarCraft for almost three years, Ms. Guererro worked as part of a hands-on team in the design and testing of commercial rockets for satellite distribution. She was responsible for material and fastener testing and performance evaluation. She was part of the design team evaluating performance data from rocket tests and made design change recommendations based on experimental and flight test data. This expertise directly supports the contemporary design process, material selection and construction, and rocket performance, as well as all three SLOs.</p>		

2.

Company	Position	Dates of activity (mm/yy – mm/yy)



Acme StarCraft	Research & Development Technologist	August 2016-May 2019
<p>Scholarly work: brief description of the topical content contribution and how it demonstrates expertise specific to the topical content in the course to be taught</p> <p>Ms. Guererro was a coauthor in the following refereed publication “Attitude and pitch control using differential guidance” published in AIAA Journal of Control and Dynamics, Vol X, No Y, pp xx-yy, June 2018. Ms. Guererro’s contribution to the paper focused on the attachment of the skin using various fasteners and the subsequent effect on flight stability, which is a critical component for the design and construction of rockets. This expertise directly supports SLO 1 and 3.</p>		

3. (Example for the 18-hour rule)

Institution(s)	Position	Dates of activity (mm/yy – mm/yy)
Texas Tech (TTU) University of Example (UXX)	Graduate Student	August 2001-May 2004
<p>18-hour rule: List the course and hours by institution that sum to 18 hours in the discipline specific to the course to be taught. (Note, if Ms Guererro had 18 hours of master’s level courses in the teaching discipline, no other part of the Experience Record is needed for her to teach an undergraduate course in the teaching discipline).</p> <p>TTU ASTRO 5301(3 hours) – Aerodynamics of Lifting Bodies TTU ASTRO 6326 (3 hours) – Theory of Plates and Shells TTU ASTRO 6359 (3 hours) – Structural Design UXX ENGR 535 (3 hours) – Aeroelastic Flutter UXX ENGR 536 (3 hours) – Materials in Aerospace Applications</p> <p>Ms. Guererro’s coursework supports all three SLOs.</p>		