

Certification of Credentials and Qualifications for Graduate Teaching Assistant (GAT) Appointment

Department: \_\_\_\_\_ T-Box: \_\_\_\_\_  
Name of Appointee: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Highest Degree and Field of Study: \_\_\_\_\_ Teaching Field: \_\_\_\_\_  
Academic Department (if other than appointing department): \_\_\_\_\_

The Southern Association of Colleges and Schools (SACS) has established minimum qualifications for faculty. This form documents that faculty being appointed to Tarleton State University meet these standards. [Please see: (<http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>) *Faculty Credentials Guidelines, Comprehensive Standard 3.7.1 of the Principles of Accreditation*, Approved: College Delegate Assembly, December 2006.]

Before an offer letter is sent for distribution by the Provost, items 1-4 must be completed by the Department Head (or other administrator initiating the offer), and approved by the Dean. The candidate's transcripts, (original preferred) and this form must be forwarded to the Provost with the offer letter.

1. ( ) The highest earned degree is from an institution accredited by a regional accrediting agency (each geographic region of the U.S. has an accrediting agency equivalent to SACS).
2. ( ) The candidate holds at least a bachelor's degree and the candidate's transcript shows at least 18 graduate semester credits in the teaching field.  
( ) If either of the above requirements are not met, a statement of qualifications must be attached, and approved by the Dean.
3. ( ) English is the native language of the faculty member, or if not, competency in spoken English has been demonstrated to the satisfaction of the Department Head (or other Administrator initiating the offer.)
4. ( ) Official transcripts of graduate work are required for all faculty. For the appointee, these are ( ) on hand, ( ) on order, or ( ) neither-explanation attached.

Certified by / Date

Approved by / Date

Approved / Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Dean

\_\_\_\_\_  
College of Graduate Studies

Official transcripts referred to above are kept in the office of the Provost. Upon approval by the Provost this form becomes part of the official personnel file

Reviewed by / Date

\_\_\_\_\_  
Provost

7/23/07