

## **Credentialing Guidelines for Islander Academy - Instructors of Record**

### **Purpose**

Islander Academy, TAMU-CC's dual credit program, enables high school students to earn college credits while completing their high school education. This guide provides clear instructions for addressing common inquiries and ensuring compliance with institutional and SACSCOS accreditation standards.

### **Eligibility Requirements for High School Teachers to be Instructors of Record**

High school teachers participating in the Islander Academy must meet the following qualifications:

- A Master's degree in the discipline, or
- A Master's degree in any field with at least 18 graduate credit hours in the discipline they wish to teach or
- A teacher currently pursuing a Master's degree with a minimum of 18 graduate credit hours in the discipline they wish to teach (Justification of Qualifications Needed).
- A Master's degree in any area (other than the discipline) with additional relevant qualifications, such as experience, qualifying credentials, etc. This requires case-by-case justification of qualifications without the 18 graduate credit hours in the discipline.

### **Faculty Credentialing Packet (Faculty Credentialing Process) [Link to process](#)**

The department, office, or college submitting the packet should ensure the completion of the Certification of Credentials, Biographical Data Sheet, and Justification of Qualifications letter (if necessary). They should also attach a copy of the most recent Curriculum Vitae and ensure that the Office of University Accreditation and Assessment receives the official transcripts as outlined in the [Faculty Credentialing Process](#):

#### **1. Official Transcripts:**

- Teachers must submit graduate and undergraduate transcripts. Official transcripts must be sent directly from the awarding institution.

**2. Curriculum Vitae (CV):**

- A current CV detailing the teacher's educational background, teaching experience, and professional expertise.

**3. Biographical Data Sheet**

- The department, office, or college submitting the packet must complete the university's [Biographical Data Sheet Form](#).

**4. Certification of Credentials Form:**

- The department, office, or college submitting the packet must complete the university's [Non-Tenure Track Certification of Credentials form](#) or the [Graduate Teaching Assistant form](#).

**5. Justification of Qualifications Letter (if applicable):**

- If a teacher does not hold a Master's degree but has 18 SCH in the teaching field, the department, office, or college submitting the packet for review must provide a letter that includes:
  - Confirmation of their 18 SCH in the teaching field.
  - Progress toward completing a Master's degree.
  - Relevant teaching or professional experience.
  - The name of the supervising college faculty member.

➤ For more information, please visit our **Faculty Credentialing** page (<https://www.tamucc.edu/governance/assessment/faculty-credentialing.php>).

➤ Additionally, you can explore the **Resources** section of the Office of University

Accreditation and Assessment

(<https://www.tamucc.edu/governance/assessment/resources.php>) under **Faculty**

**Credentialing**, where you will find educational materials (videos and PDFs) to guide you in completing the required forms.