



# TEXAS A&M INTERNATIONAL UNIVERSITY

Office of the Provost and Vice President  
for Academic Affairs

**DATE:** 18 January 2018

**TO:** Academic Deans  
Department/Division Chairs

**FROM:** Dr. Tom Mitchell  
Provost and VPAA

**SUBJECT:** Process Memo: Requirements for Hiring of Graduate Students and Adjunct  
Faculty Members

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This Memo supersedes all previous memos or published processes related to hiring of graduate students and adjunct faculty members. The processes and expectations outlined below are effective immediately. One important change: once a faculty member is authorized based on their credentials to teach a particular course, they are considered authorized in subsequent semesters for that course. A credentialing form is thus necessary only when a faculty member is teaching a course for the first time.

Credentialing forms are due in the Office of the Provost at least two-weeks prior to the beginning of a semester so that they can be reviewed and approved before classes begin, the only exception being late hires and late course reassignments.

**Undergraduate Students (Assistants):** Junior and Senior undergraduate students may be employed as undergraduate assistants in the classroom or in discussion/recitation sections as long as they are supervised by a full-time faculty member. They may not be designated as instructor of record nor may they be the sole instructor in the section.

**Graduate Students (Teaching Assistants):** To be considered for appointment as an instructor of record for a lower division course or laboratory, a graduate student who has not received his/her Master's degree:

1. Must have 18 verifiable hours of graduate work in the discipline.
2. Must be supervised by a full-time faculty member.

3. May not teach upper division undergraduate courses or graduate courses.
4. Must have an approved credentialing form on file in the Provost's office for each course taught.

**Doctoral Students (Teaching Assistants):** To be considered for appointment as an instructor of record for a course or laboratory, a doctoral student:

1. Must have a Master's degree in the field or have Master's degree in a related field and 18 graduate hours in the field or have completed all didactic work for the doctoral degree and have 18 verifiable hours of graduate work in the discipline being taught.
2. May not teach graduate or doctoral courses.
3. Must have an approved credentialing form on file in the Provost's office for each course taught.

**Adjunct Faculty Member with a Doctoral Degree:** To be considered for appointment as an instructor of record for a course or laboratory, an adjunct faculty member with a doctoral degree:

1. Must have a Doctoral degree in the field or have a Doctoral or Master's degree in a related field with 18 verifiable graduate hours in the field.
2. Documented research or extensive experience in the discipline and/or specialized credentials may be substituted in cases where the individual has less 18 graduate hours.
3. May teach graduate or doctoral courses upon approval of the Dean of the College and the Provost.
4. Must have an approved credentialing form on file in the Provost's office for each course taught.

**Adjunct Faculty Member with a Master's Degree:** To be considered for appointment as an instructor of record for a course or laboratory, an adjunct faculty member with a Master's degree:

1. Must have a Master's degree in the field or have a Master's degree in a related field with 18 verifiable graduate hours in the field.
2. Documented research or extensive experience in the discipline and/or specialized credentials may be substituted in cases where the individual has less 18 graduate hours.
3. May teach upper division courses with strong justification and approval of the Dean of the College and the Provost.
4. May not teach graduate courses.
5. Must have an approved credentialing form on file in the Provost's office for each course taught.

