

Procedure for Teaching Credential Process

Procedure Title: Teaching Credential Process

Department Responsible: College of Education

Contact Person and Title: Program Coordinators and Senior Associate Dean

Procedure: Program Coordinators will review credentials using the "[Teaching Credentials Policy for UA Instructors of Record](#)" to ensure that prospective instructors meet the requirements of the policy.

Prospective instructors who do not meet the requirements are shared with the department head.

In rare instances an exceptions justification may be submitted to the Senior Associate Dean, who will review the submission with the Dean. If approved, the exceptions justification will be uploaded to the UA Box folder and shared with the Associate Provost for Academic Affairs for review.

What Policy is Connected? [Teaching Credentials Policy for UA Instructors of Record](#)

Scope: College of Education Faculty