

DEPARTMENT OF THEOLOGY CREDENTIAL FILE SERVICE

FOR COLLEGE AND UNIVERSITY TEACHING

To utilize the Credential File Service a file must be set up for you in the office of the Department of Theology. The file will contain the following documents:

- ✦ **Credential File Registration Form** (must be completed, signed and received by Department of Theology before credential file service can be used)
- ✦ **Closed/Open Form** (must be completed, signed and received by Department of Theology before credential file service can be used)
- ✦ **Letters of Recommendation** (are placed in credential files as they come in)
- ✦ **Course Listing** (optional)

Credential File Registration Form

This form is available online and is a required component of your credential file. A hard copy completed and signed form should be mailed to:

*Cynthia Howard
Department of Theology
Marquette University
P.O. Box 1881
Milwaukee, WI 52201-1881*

“CLOSED/OPEN” Form

This form is available online and is a required component of your credential file. A hard copy completed and signed form should be mailed to:

*Cynthia Howard
Department of Theology
Marquette University
P.O. Box 1881
Milwaukee, WI 52201-1881*

A closed file is one in which the candidate waives his or her access to letters of recommendation that have been requested from evaluators. A couple of reasons for establishing a closed file are: 1) it is sometimes thought that evaluators can be more free and honest in their comments, and 2) some employers prefer a closed file.

An open file is one in which the candidate has access at any time. The candidates can read the letters, retain a copy of the file, send it out or take it along to an interview.

*Please note that judgments as to “good” or “bad” recommendations are not given by department staff.

Request for Letter of Recommendation Form

This form is available online. Prior to submitting a request to your evaluator, mark if you have a “closed” or “open” file on the form.

Some professors might find it helpful if when requesting letters of recommendation, you would put in writing what course(s) you took from that professor, when you took the course(s), and what in particular you wrote for the professor. This would help the professor to be more concrete in the writing of a letter of recommendation.

It is courteous to provide an addressed, stamped envelope for evaluators if not on campus. It is recommended that 3-5 letters of recommendation be kept in your file from sources such as:

- Your advisor
- Your dissertation director
- Other professors
- Those that have knowledge of your college-level teaching experience

You may check with the department periodically to find out if letters of recommendation have come in for you.

Course Listing (optional)

M.A./Ph.D. - All graduate level courses you have taken.

Once my file is set up, how can I have my credential file sent?

Once we have received your completed and signed Credential File Registration and Closed/Open form, and letters of recommendation have come in, your credential file can be sent by mail (First-class mail, US Postal Service) or electronically as a scanned image (PDF).

To request that your credential file be sent out, E-mail cynthia.howard@mu.edu with the complete mailing address or electronic address of each institution to which you would like your credential file sent.

Note: All current letters that are in your file will be sent unless in your email message you specify that only certain letters be sent, and identify which ones.

Requests are usually processed within one to two days.

What is the fee and how will I be billed?

There is a \$4.00 charge per file to duplicate or scan and send materials. Any charges for Express Mail, if that method of shipment is requested, will be added to the \$4.00 fee.

An electronic invoice is sent out monthly, usually during the first week of the month. Payment is due by the end of the billing month.

How long will my credential file be maintained?

Files will be maintained for a period of seven years after students receive the Ph.D. Exceptions to this will be handled on the basis of individual requests.

Other questions sometimes asked:

How does a candidate handle transcript requests?

Contact the Registrar's Office at (414) 288-7034 and any other institutions attended. Have transcripts sent directly to the employers. NO TRANSCRIPTS will be contained in or sent with the credential file.

What resources are available through the Career Services Library?

The Career Services Library contains resources such as the [Peterson's Guides](#), the [Chronicle of Higher Education](#), job listings from other colleges and universities, international teaching opportunities, graduate school information, and general job search materials regarding resumes/curriculum vitae, cover letters and interviewing.