

# FACULTY ROSTER REPORT USER GUIDE



## INTRODUCTION

This guide is designed to assist users of the electronic Faculty Qualifications Management System (eFQMS) in running the Faculty Roster Report in PeopleSoft, with the goal of helping to ensure continuous compliance with unit-level policies, university guidelines, and standards set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) concerning the qualifications of the University of Central Florida's teaching faculty.

## ABOUT THE FACULTY ROSTER

The Faculty Roster Report generates a Faculty Roster in accordance with the specifications laid out by SACSCOC for purposes of compliance reporting, including the submission of compliance certifications and substantive change prospectuses. The Faculty Roster is designed to serve as evidence of compliance with Standard 6.2.a (*Faculty Qualifications*) of the *Principles of Accreditation*, which requires the university to justify and document the qualifications of its faculty members.

The Faculty Roster is organized into four distinct columns:

- Column 1 lists the name of all faculty members serving as instructor of record for credit-bearing courses during a given academic term and indicates each faculty member's employment status as either full time (F) or part time (P).
- Column 2 lists all of the credit-bearing courses taught by each faculty member during a given academic term, including the course prefix, number, and title, and indicates whether each course is a developmental or remedial course (D), an undergraduate course eligible for transfer (UT), an undergraduate course ineligible for transfer (UN), or a graduate course (G).
- Column 3 lists the earned academic credentials of each faculty member that help to justify the faculty member's teaching assignment listed in column 2; for each academic degree listed, the major or concentration and the institution that awarded the degree are indicated.
- Column 4, if necessary to establish a compelling case for compliance, lists evidence of faculty members' additional qualifications, such as related professional experience, licensures and certifications, continuous documented excellence in teaching, honors and awards, scholarly publications and presented papers, and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

The Faculty Roster Report is disaggregated by academic unit and draws from a number of sources within PeopleSoft, including the Instructor Schedule and the eFQMS, to fill each of the columns described above with the appropriate information for each faculty member listed for a given academic term.

## RUNNING THE FACULTY ROSTER REPORT

The Faculty Roster Report is housed in PeopleSoft Campus Solutions (CSPROD). Individuals who have been granted a user role in the eFQMS will have access to run the Faculty Roster Report according to their level of access in the eFQMS. That is, users with a department- or school-level role will have access to run the Faculty Roster Report for

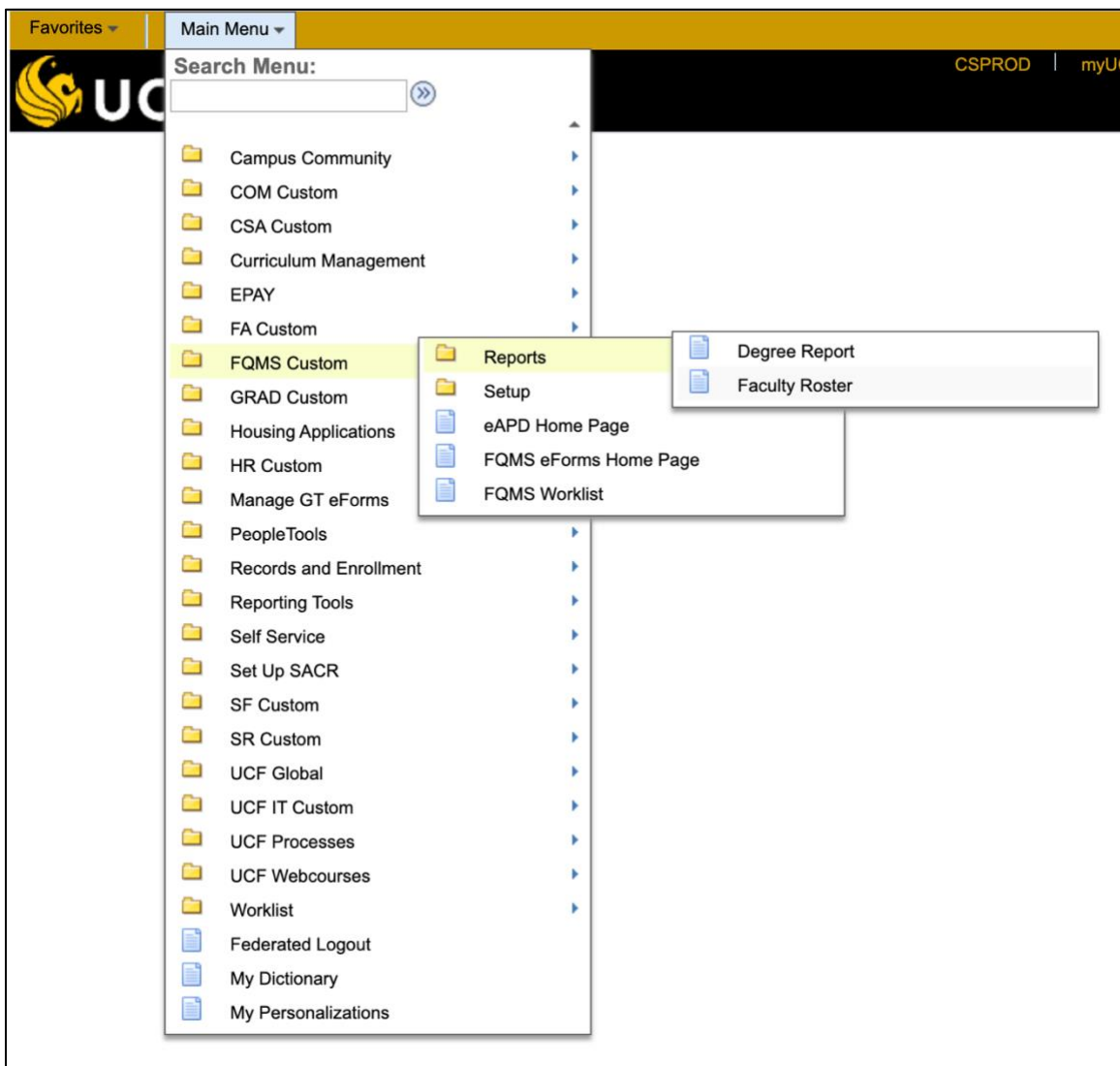
their particular unit; likewise, users with a college-level role will have access to run the Faculty Roster Report for each of their college's constituent units.

**Step 1. Sign in to myUCF to access PeopleSoft Campus Solutions.**

- 1.1 Sign in to the myUCF portal, available at <https://my.ucf.edu/>, using your NID and NID password.
- 1.2 From your myUCF Menu, select Staff Applications, then Campus Solutions.

**Step 2. Access the Faculty Roster Report.**

- 2.1 From your Campus Solutions Main Menu, select FQMS Custom, then Reports, then Faculty Roster.



**Step 3. Search for an existing Run Control ID or create a new Run Control ID.**

- 3.1 In order to run the Faculty Roster Report, you will need to create what is known as a Run Control ID. A Run Control is a database record that saves reporting parameters so that you do not have to enter the same settings every time you run a report. You may use an existing Run Control ID or create a new one using alphanumeric characters (e.g., FacultyRoster).

The screenshot shows the 'Faculty Roster' search page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'FQMS Custom', 'Reports', and 'Faculty Roster'. Below the navigation bar is the UCF logo. The main heading is 'Faculty Roster'. Below the heading, there is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons is a 'Search Criteria' dropdown menu. Underneath, there is a 'Search by:' label followed by a text input field containing 'Run Control ID begins with'. There is an unchecked checkbox for 'Case Sensitive'. Below that, there is a label 'Limit the number of results to (up to 300):' followed by a text input field containing '300'. At the bottom of the search section, there are two buttons: 'Search' and 'Advanced Search'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

The screenshot shows the 'Faculty Roster' search page with the 'Add a New Value' button highlighted. Below the navigation bar and UCF logo, the heading 'Faculty Roster' is present. The 'Find an Existing Value' and 'Add a New Value' buttons are at the top. Below them, there is a 'Run Control ID' label followed by a text input field containing 'FacultyRoster'. Below the input field is an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

#### Step 4. Set your parameters.

- 4.1 Using the search icon, you may select the individual colleges for which you would like to run Faculty Rosters, or you may leave the search field blank in order to select all of the colleges that you are authorized to view. Please note, however, that in order to select an individual department or school, you must select a college first.

Look Up College

Search by: Academic Group begins with

Look Up Cancel Advanced Lookup

Help

Search Results

View 100 First 1-16 of 16 Last

Academic Group	Description
BHC	The Burnett Honors College
CAH	College of Arts & Humanities
CBA	College of Business Adm
CCIE	College of Cmty Innov & Educ
CHPS	College of Health Prof & Sci
COHPA	College of Health & Public Aff
COM	College of Medicine
CON	College of Nursing
COS	College of Sciences
EDUC	College of Educ & Human Perfrm
ENGR	College of Engr & Comp Sci
GRDST	College of Graduate Studies
HSPMG	Rosen College Hospitality Mgmt
OPTIC	College of Optics & Photonics
UGST	College of Undergrad Studies
UINTD	UCF Interdisciplinary

- 4.2 Using the search icon, you may select the individual department or school for which you would like to run Faculty Rosters, or you may leave the search field blank in order to select all of the departments and schools that you are authorized to view.

College of Arts & Humanities

Look Up Department Help

Search by: FQMS Organization =

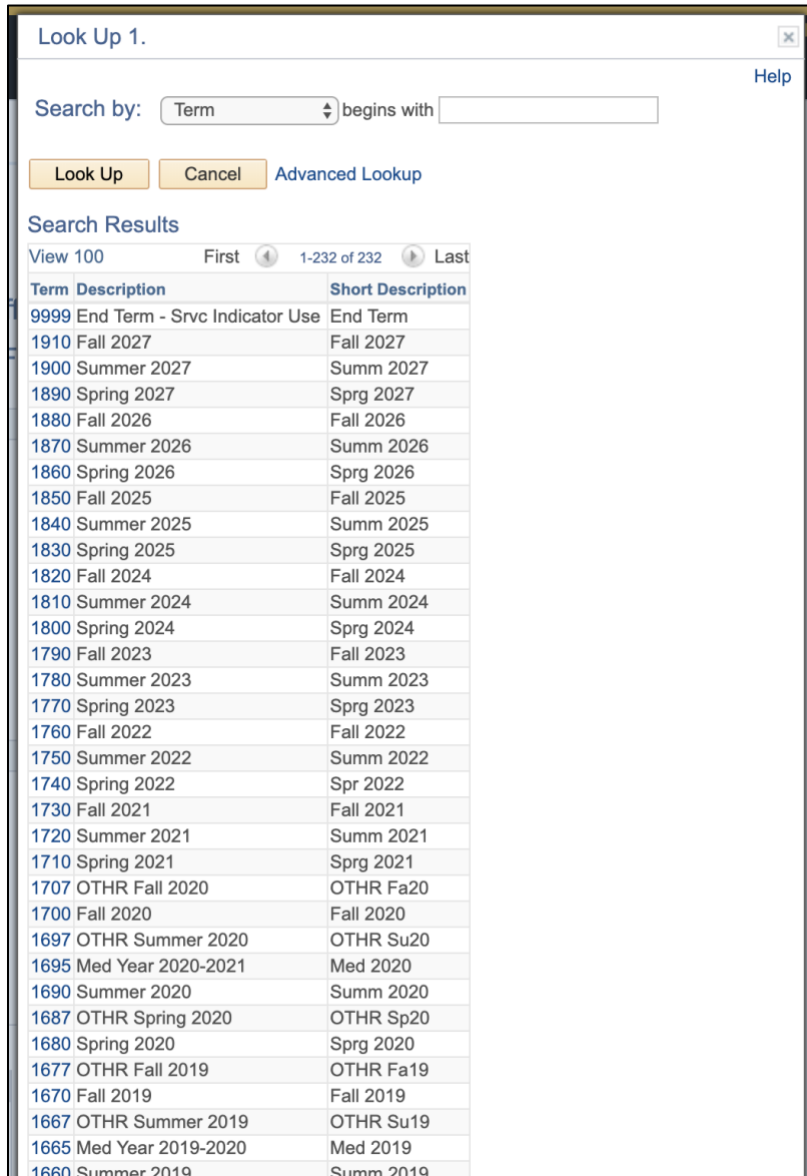
[Advanced Lookup](#)

**Search Results**

View 100 First 1-17 of 17 Last

FQMS Organization	Academic Organization	Description
4	AFRIC AMER	Africana Studies
5	DEANCAH	Texts and Technology
6	DIGMEDIA	Digital Media
7	FILM	Film
8	FIEA	Florida Interactive Entertainment Academy
9	HISTORY	History
10	JUDAIC STS	Judaic Studies
11	FOR LANG	Modern Languages and Literatures
12	MUSIC	Music
13	PHILOSOPHY	Philosophy
14	THEATRE	Theatre
15	WOMENS ST	Women's and Gender Studies
79	ART	Art
80	ENGLISH	English
83	WRITE RHET	Writing and Rhetoric
84	VISARTDES	Visual Arts and Design
86	LATINAMER	Latin American Studies

- 4.3 Using the search icon, you may select up to five individual processing terms—that is, the academic terms for which you would like to run a Faculty Roster. Please note that you must select at least one processing term.



- 4.4 Using the GTA reporting option, you may select whether you would like the Faculty Roster to (1) include Graduate Teaching Associates serving as instructor of record during your chosen processing term or terms, (2) exclude Graduate Teaching Associates, producing a Faculty Roster containing only regular and adjunct faculty members, or (3) produce a Faculty Roster containing only Graduate Teaching Associates.
- 4.5 Using the teaching certification import option, you may select whether you would like the Faculty Roster to display eFQMS information drawn from (1) teaching certifications that have been fully authorized, (2) teaching certifications that have been partially approved (that is, teaching certifications that have been submitted but have not yet been fully authorized), or (3) all teaching certifications, regardless of their workflow status. Please note that if all teaching certifications are selected, information on faculty members whose teaching certifications for the selected unit are partially approved will display in a different color than information on faculty members whose teaching certifications are fully authorized.

### Step 5. Run the Faculty Roster Report.

- 5.1 Once you have selected your desired parameters, select Run to access the Process Scheduler. Here you will select additional settings for running the Faculty Roster Report.
- 5.2 From the drop-down menu labeled Server Name, select the server titled PSUNX.
- 5.3 From the drop-down menus within the Process List, select a type (e.g., Web) and format (e.g., XML) according to how you would like the Faculty Roster to be displayed.
- 5.4 Select OK.

**Process Scheduler Request**

User ID br175059      Run Control ID FacultyRoster

Server Name PSUNX      Run Date 12/16/2019

Recurrence      Run Time 12:19:07PM      Reset to Current Date/Time

Time Zone      FTP Control Command

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Create FQMS Faculty Roster(s)	ZR21772A	SQR Report	Web	XML	Distribution

OK      Cancel

### Step 6. Access your generated Faculty Roster.

- 6.1 Once you have run the Faculty Roster Report, navigate to the Process Monitor, a link to which is provided at the top of your screen.
- 6.2 The Process Monitor displays all of the processes that you have run within a given time frame; it may take a few moments for the Faculty Roster Report to process, so click Refresh until the Run Status for your report reads Success.

6.3 From the Process List, select Details to access the Process Detail.

The screenshot shows the UCF Process Monitor interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'FQMS Custom', 'Reports', 'Faculty Roster', and 'Process Monitor'. Below this is the UCF logo and 'CSPROD | myUCF | Home | Work' links. The main content area has tabs for 'Process List' and 'Server List'. A 'View Process Request For' section contains search filters for User ID (br175059), Type, Last, Days (1), Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button and 'Report Manager' link are also present. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains three rows of SQR Report data. At the bottom, there are links for 'Go back to Faculty Roster', 'Save', 'Notify', and 'Process List | Server List'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	22778202		SQR Report	ZR21772A	br175059	12/16/2019 11:34:55AM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	22778198		SQR Report	ZR21772A	br175059	12/16/2019 11:34:25AM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	22778132		SQR Report	ZR21772A	br175059	12/16/2019 11:24:26AM EST	Error	Posted	<a href="#">Details</a>

6.4 From the Process Detail, select View Log/Trace.

The screenshot shows the UCF Process Detail interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'FQMS Custom', 'Reports', 'Faculty Roster', and 'Process Monitor'. Below this is the UCF logo and 'CSPROD | myUCF' links. The main content area is titled 'Process Detail' and contains several sections: 'Process' with fields for Instance (22778202), Name (ZR21772A), Run Status (Success), Type (SQR Report), and Description (Create FQMS Faculty Roster(s)); 'Run' with fields for Run Control ID (FacultyRoster), Location (Server), Server (PSUNX), and Recurrence; 'Update Process' with radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request; 'Date/Time' with fields for Request Created On, Run Anytime After, Began Process At, and Ended Process At; and 'Actions' with links for Parameters, Message Log, Batch Timings, and View Log/Trace. At the bottom, there are 'OK' and 'Cancel' buttons.



6.5 From here, select the file that was generated according to the parameters that you set in step 4; the naming scheme for the files containing the Faculty Roster is FQMS\_ROSTER\_[ACAD ORG].[file extension].

The screenshot shows a web application interface for UCF. The breadcrumb navigation at the top reads: Favorites > Main Menu > FQMS Custom > Reports > Faculty Roster > Process. The page title is "View Log/Trace".

**Report**

Report ID 8678769      Process Instance 22778202      Message Log  
 Name ZR21772A      Process Type SQR Report  
 Run Status Success

Create FQMS Faculty Roster(s)

**Distribution Details**

Distribution Node reportnode      Expiration Date 01/15/2020

**File List**

Name	File Size (bytes)	Datetime Created
FQMS_ROSTER_ENGLISH.html	51,987	12/16/2019 11:35:24.149336AM EST
SQR_ZR21772A_22778202.log	2,014	12/16/2019 11:35:24.149336AM EST
zr21772a_22778202.out	377	12/16/2019 11:35:24.149336AM EST

**Distribute To**

Distribution ID Type	*Distribution ID
User	br175059

Return

6.6 Open the file to view your Faculty Roster.

<b>Faculty Roster Form</b>			
<b>Qualifications of Full-Time and Part-Time Faculty</b>			
<b>Name of Institution:</b> University of Central Florida		Form Completed: 12/16/2019	
<b>Discipline Area:</b> English			
<b>Academic Term(s) Selected:</b> Fall 2019			
1	2	3	4
NAME	COURSES TAUGHT	ACADEMIC DEGREES & COURSEWORK	OTHER QUALIFICATIONS & COMMENTS
<b>Anglely, Patricia</b> (Full-time Faculty)	<b>Fall 2019</b> AML3643 CONT NATIVE AMER PROSE & POETR, 3 (UT)  AML4300 MAJOR AMERICAN AUTHORS, 3 (UT)  CRW4941 INTERNSHIP, 1 (UT)  ENC4941 INTERNSHIP, 1 (UT)	<b>Academic Degrees</b> PHD (English), University of Hawaii at Manoa	
<b>Applen, John</b> (Full-time Faculty)	<b>Fall 2019</b> ENC3241 WRITING FOR TECHNICAL PROF, 3 (UT)  LIT4433 LITERATURE OF SCIENCE AND TECH, 3 (UT)  LIT6435 RHETORIC OF SCIENCE, 3 (G)	<b>Academic Degrees</b> PHD (Rhetoric, Composition, and the Teaching of English), University of Arizona  <b>Dissertation/Thesis Title</b> The Play of Texts in Don DeLillo's Libra, Ratner's Star, and White Noise	
<b>Bartkevicius, Jocelyn</b> (Full-time Faculty)	<b>Fall 2019</b> CRW4224 ADVANCED NONFICTION WORKSHOP, 3 (UT)  CRW6971 THESIS, 1 (G)	<b>Academic Degrees</b> PHD (English), University of Iowa	
<b>Beck, Christian</b>	<b>Fall 2019</b>	<b>Academic Degrees</b>	

**Step 7. Access your generated Faculty Roster (alternative).**

- 7.1 Once you have run the Faculty Roster Report, navigate to the Report Manager, a link to which is provided at the top of your screen.
- 7.2 The Report Manager displays all of the reports that you have run within a given time frame; it may take a few moments for the Faculty Roster Report to process, so click Refresh until your report appears in the list.

7.3 Select the instance of the Faculty Roster Report that you wish to view.

The screenshot shows the UCF CSPROD Reports interface. The breadcrumb trail is: Favorites > Main Menu > FQMS Custom > Reports > Faculty Roster > Process Monitor > Report M. The page title is "UCF" and "CSPROD". There are tabs for "List", "Explorer", "Administration", and "Archives". Below the tabs is a "View Reports For" section with fields for "Folder", "Instance", "Name", and "Created On", along with a "Refresh" button and a "Last 1 Days" filter. A "Reports" table is displayed with columns: Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance. The table contains three rows of reports for "CREATE FQMS FACULTY ROSTER(S)".

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 ZR21772A	CREATE FQMS FACULTY ROSTER(S)	General	12/16/19 11:35AM	8678769	22778202
2 ZR21772A	CREATE FQMS FACULTY ROSTER(S)	General	12/16/19 11:35AM	8678767	22778198
3 ZR21772A	CREATE FQMS FACULTY ROSTER(S)	General	12/16/19 11:28AM	8678736	22778132

Below the table, there is a "Go back to Process Monitor" link, a "Save" button, and a footer with "List | Explorer | Administration | Archives".

7.4 From here, select the file that was generated according to the parameters that you set in step 4; the naming scheme for the files containing the Faculty Roster is FQMS\_ROSTER\_[ACAD ORG].[file extension].

The screenshot shows the UCF CSPROD Reports interface displaying the details of a report instance. The breadcrumb trail is: Favorites > Main Menu > FQMS Custom > Reports > Faculty Roster > Process Monitor. The page title is "UCF" and "CSPROD". The "Report" section shows: Report ID 8678769, Process Instance 22778202, Name ZR21772A, Process Type SQR Report, and Run Status Success. Below this is a "Distribution Details" section with "Distribution Node" reportnode and "Expiration Date" 01/15/2020. A "File List" table is displayed with columns: Name, File Size (bytes), and Datetime Created. The table contains three rows of files. Below the table is a "Distribute To" section with "Distribution ID Type" and "User" br175059. A "Return" button is at the bottom.

Name	File Size (bytes)	Datetime Created
FQMS_ROSTER_ENGLISH.html	51,987	12/16/2019 11:35:24.149336AM EST
SQR_ZR21772A_22778202.log	2,014	12/16/2019 11:35:24.149336AM EST
zr21772a_22778202.out	377	12/16/2019 11:35:24.149336AM EST

7.5 Open the file to view your Faculty Roster.

<b>Faculty Roster Form</b>			
<b>Qualifications of Full-Time and Part-Time Faculty</b>			
<b>Name of Institution: University of Central Florida</b>		<b>Form Completed: 12/16/2019</b>	
<b>Discipline Area: English</b>			
<b>Academic Term(s) Selected: Fall 2019</b>			
1	2	3	4
NAME	COURSES TAUGHT	ACADEMIC DEGREES & COURSEWORK	OTHER QUALIFICATIONS & COMMENTS
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