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/](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).
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.
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.
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 PSUNIX.

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.

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.

6.4 From the Process Detail, select View Log/Trace.
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].
6.6 Open the file to view your Faculty Roster.

![Faculty Roster Form](image)

**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.

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].
Open the file to view your Faculty Roster.

## Faculty Roster Form

### Qualifications of Full-Time and Part-Time Faculty

**Name of Institution:** University of Central Florida  
**Discipline Area:** English  
**Academic Term(s) Selected:** Fall 2019  
**Form Completed:** 12/16/2019

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<td><strong>NAME</strong></td>
<td><strong>COURSES TAUGHT</strong></td>
<td><strong>ACADEMIC DEGREES &amp; COURSEWORK</strong></td>
<td><strong>OTHER QUALIFICATIONS &amp; COMMENTS</strong></td>
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| Angley, Patricia  
(Full-time Faculty) | Fall 2019  
AML3643 CONT NATIVE AMER PROSE & POETRY, 3 (UT)  
AML4300 MAJOR AMERICAN AUTHORS, 3 (UT)  
CRW4941 INTERNSHIP, 1 (UT)  
ENC4941 INTERNSHIP, 1 (UT) | Academic Degrees  
PHD (English), University of Hawaii at Manoa |  |
| Apple, John  
(Full-time Faculty) | Fall 2019  
ENC3241 WRITING FOR TECHNICAL PROF, 3 (UT)  
LIT4433 LITERATURE OF SCIENCE AND TECH, 3 (UT)  
LIT6435 RHETORIC OF SCIENCE, 3 (G) | Academic Degrees  
PHD (Rhetoric, Composition, and the Teaching of English), University of Arizona  
**Dissertation/Thesis Title**  
The Play of Texts in Don DeLillo's Libra, Ratner's Star, and White Noise |  |
| Bartkevicius, Jocelyn  
(Full-time Faculty) | Fall 2019  
CRW4224 ADVANCED NONFICTION WORKSHOP, 3 (UT)  
CRW6971 THESIS, 1 (G) | Academic Degrees  
PHD (English), University of Iowa |  |
| Beck, Christian  
(Full-time Faculty) | Fall 2019 | Academic Degrees |  |