Faculty Qualifications Management System (FQMS):

Reviewing an eFQMS Form

The Electronic FQMS Form

The University of Central Florida is committed to employing high quality faculty members to achieve standards of excellence. The institution is required to justify and document the qualifications of its faculty as part of its accreditation process under the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); in particular, to demonstrate compliance with SACS Comprehensive Standard 3.7.1 (Faculty Competence).

The certification of faculty teaching qualifications exists as an online form—the electronic Faculty Qualifications Management System (FQMS). Some of the key features of the electronic form include degree information automatically populating from PeopleSoft, required fields built into each page, and comments being kept in the history of the form at every review level for future reference.

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Recommended/Supported Browser Requirements

- ✓ Firefox 24, 30
- ✓ Internet Explorer 9, 10, 11
- ✓ Safari 6, 7
- ✓ Chrome 35

Logging In

- Log in through MyUCF (**Staff Applications**>>> **Campus Solutions**) to access PeopleSoft.

Accessing the FQMS Main Page

- Click **Main Menu**>>>**FQMS Custom**>>>**FQMS eForms Home Page**
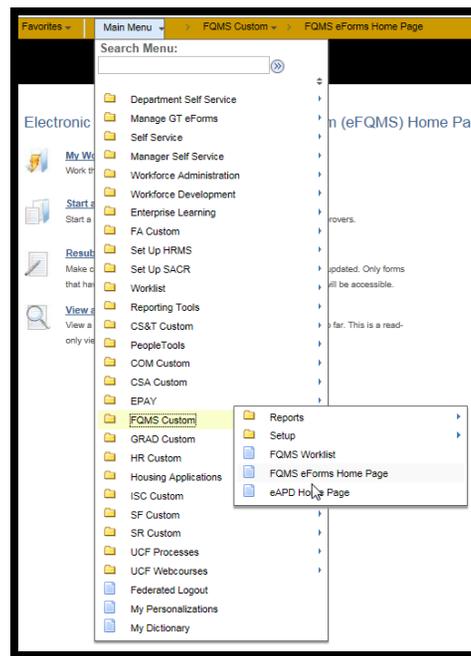
Getting Started: the FQMS Home Page

Favorites ▾	Main Menu ▾	>	FQMS Custom ▾	>	FQMS eForms Home Page

UCF

Electronic Faculty Qualifications Mgmt System (eFQMS) Home Page

My Worklist
Work the items that have been routed to you.

This option displays forms pending review

Start a New eFQMS
Start a new eFQMS, which will then be routed to the appropriate approvers.

Click here to begin a new **Teaching Certification**

Resubmit, Change, or Withdraw an eFQMS
Make changes to an eFQMS that has been recycled or needs to be updated. Only form that have not had final approval or been processed into the system will be accessible.

Select this option to work on an eFQMS form that needs to be updated or withdrawn. eForms that have been saved or placed on hold can also be retrieved through this menu option.

View an eFQMS
View a submitted eFQMS, including information about its handling so far. This is a read view.

Choose this option to see the form's status in the workflow or to view a submitted eFQMS form

Viewing the Worklist

- The **Worklist** shows a summary of all the eFQMS forms in the designated reviewer's folder.

The **Priority** drop-down menu allows the reviewer to set the urgency of reviewing a particular form.

Pressing **Reassign** allows the reviewer to send the form to another person in the same role.

Clicking any of the blue underlined links will take the reviewer to that eForm.

Evaluating a Teaching Certification: Page 1

- A reviewer can make changes to the form or continue to the next page by clicking **Next.** He or she can make comments in a designated section at the end of the eForm.

- Departments or programs develop statements of good faculty teaching qualifications practices within their respective teaching discipline(s) to provide an appropriate context for review, called Discipline Descriptions (DDs). It is important that the reviewer/approver become familiar with the unit's discipline description. Each discipline description is available at the following link: http://afia.ucf.edu/fq/fqteaching/dd/

> **Section 1**

Add Teaching Certification

Step 1 of 4: Enter Teaching Assignment

Complete the Teaching Certification form below. Enter any relevant comments in the "Your Comment" field to be included with this form.

FQMS Org: College:
Personal Information

Empl ID: First Name: Last Name: eForm ID:

Section 1: Teaching Assignment Information   Find   First ◁ 1 of 1 ▷ Last

*CIP Code: [   ] 🔍   [+] [−]

Teaching Levels   Find   First ◁ 1-2 of 2 ▷ Last

Level*
○ Baccalaureate   ○ Graduate/First Professional

Scope of Eligibility*
○ Broad Eligibility   Qualified to teach approximately 5 or more courses in discipline
○ Restricted Eligibility   Qualified to teach approximately 4 or fewer courses in discipline

Guidelines at-a-glance
Means of Qualification
◉ Degree Alone   ○ Other qualifications   ○ Master's degree equivalency   ○ Master's degree & 18 hours

> Throughout the eForm, sections will have an "add" or "delete" button symbolized by an addition or subtraction sign. This feature allows the user to add entries to an existing section.

[+] [−]

Level*
○ Baccalaureate   ◉ Graduate/First Professional

Proposed Thesis/Dissertation Committee Role(s)
Will apply through CGS ability to: ☐ Serve on TC ☐ Chair TC
Grad Faculty Criteria   ☐ Serve on DC ☐ Chair DC ☐ N/A

Scope of Eligibility*
◉ Broad Eligibility   Qualified to teach approximately 5 or more courses in discipline
○ Restricted Eligibility   Qualified to teach approximately 4 or fewer courses in discipline

Guidelines at-a-glance
Means of Qualification
◉ Degree Alone   ○ Other qualifications

[<< Search]   [Next >>]

Evaluating a Teaching Certification: Page 2

Section 2

Section 3

Evaluating a Teaching Certification: Page 2

- If master's degree equivalency was selected as the means of qualification at the undergraduate level for any of the disciplines, then section four will appear on the second page of the form.
- In the absence of a completed master's degree, a concentration may also be established via acceptable documentation confirming that 1.) as part of the individual's **doctoral or terminal degree program**, master's degree equivalency was achieved **AND** 2.) at least 18 graduate semester hours in the teaching discipline or related discipline have been successfully completed (see the UCF Minimum Faculty Teaching Qualifications Guidelines at-a-glance at http://afia.ucf.edu/files/MinFacTchQuals_at-a-glance.pdf for more information).

Section 4: Certification of Master's Level Equivalency

☐ Based on a review of the faculty member's official doctoral or terminal degree transcript, (s)he achieved master's degree equivalency. Master's degree equivalency requires the successful completion of coursework, equivalent in amount and rigor to that of a typical master's degree program, in a program that requires knowledge of the literature of the same or similar discipline. In addition, the coursework ensures ongoing student engagement in research and/or appropriate professional practice and training experience. (Note: At least 18 graduate semester hours in the teaching discipline or a related discipline must be listed in Section 3.)

Section 4

Evaluating a Teaching Certification: Page 2

- If **Other Qualifications** was selected for any teaching discipline or level at the beginning of the form, then this section will appear below Section 3.
- Please make sure that appropriate, relevant experience is provided in the sections allotted and that the narrative section properly addresses how the professional experience relates and sufficiently prepares the faculty member for the teaching assignment in lieu of academic credentials.

Evaluating a Teaching Certification: Page 3

Evaluate Teaching Certification

Step 3 of 4: Evaluate Supporting Documents

If the form meets your approval, click Approve. If you want the originator to make changes and resubmit the form, enter an explanatory note and click Recycle. If the form should not be executed, click Deny, which will stop processing of the form.

Enter any relevant comments in the "Your Comment" field to be included with this form.

FQMS Org:

Personal Information

Empl ID: First Name: Last Name: eForm ID:

☑ Check to confirm an official transcript (U.S. equivalency evaluation and copy of transcript for non-U.S. degree) is on file for all qualifying degrees and coursework reported in Section 2 and 3.

Storage Location:

Note: The transcript must be legible, if not,

☐ Check here if you are sending a legible

File Attachments

1-Transcripts*

Comments

Your Comment:

Comment History:

<< Previous   Next >>   Approve   Deny   Recycle

Hold   Save

The reviewer can open and view the supporting documentation.

Pressing the **Approve** button is your electronic signature recommending approval for the next level of review in the workflow.

The **Deny** button should be reserved for instances where a case cannot be made for the faculty members teaching qualifications.

The **Recycle** button sends the FQMS form back to the originator for changes/edits.

Reviewers can use this area to add general comments or explain the specific reason for decision especially if **Recycled** or **Denied.**

Selecting **Hold** will save the form for later review.

Clicking the **Save** button will save any changes or comments associated with the eFQMS form.

Review Decisions on the Teaching Certification

- Selecting **Yes** or **No** to the review decisions on the previous page is the final "step" in the review process.

  o If you select **Approve**

Approve this form? (20002,26)

The form will be sent on to the next approver for evaluation, or, if you are the final approver, the form will be loaded into the system. Please use the comments box for any additional information.

Yes   No

  o If You select **Deny**

Are you sure you want to deny this form? (20002,24)

Denying an action permanently ends form processing. The form will be archived.

Yes   No

  o If you select **Recycle**

Recycle this form? (20002,25)

Recycling a form sends it back to its originator for changes. When recycling, you should give directions in the Comments section that will help the originator make acceptable changes.

Yes   No

  o If you select **Save**

Save this information? (20002,64)

If you choose 'Yes,' this information will be immediately saved to the PeopleSoft system. If this information is not yet ready to be saved, choose 'No.'

Yes   No

FQMS Reviewer and Approver Checklist

✓ Does the selected CIP code coincide with the intended teaching assignment?

✓ Are the appropriate teaching levels selected for each discipline (CIP code) identified?

✓ Should any teaching restrictions be listed on the form?

✓ Is the correct means of qualification selected for each teaching level?

✓ Is the highest qualifying degree listed (in addition to any other qualifying degrees, if applicable)? Does the information listed match the transcripts?

✓ If "other qualifications" was selected on page one, was *work experience in the field* (and/or any other applicable fields) included in section 5 on the form? Does the *connection of other qualifications and teaching assignment* narrative make a clear and compelling case for the faculty member's teaching assignment in lieu of appropriate academic credentials in the discipline?

✓ Are supporting documents attached to support all of the faculty member's qualifications (e.g., transcripts for every institution attended and claimed on the form, resume/CV, etc.).