



Academic Program Quality



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.

**FQMS Manual:
Reviewing an eFQMS Form**

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Recommended/Supported Browser Requirements

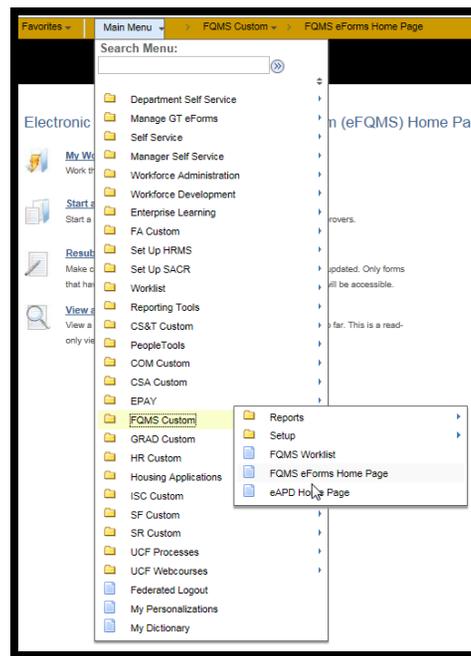
- ✓ Firefox 24, 30
- ✓ Internet Explorer 9, 10, 11
- ✓ Safari 6, 7
- ✓ Chrome 35

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



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Getting Started: the FQMS Home Page

The screenshot shows the UCF eFQMS Home Page. The breadcrumb trail at the top reads: Favorites > Main Menu > FQMS Custom > FQMS eForms Home Page. The UCF logo is in the top left. The main heading is "Electronic Faculty Qualifications Mgmt System (eFQMS) Home Page". Below this are four menu items, each with a callout box and a red arrow pointing to the item:

- My Worklist**: Work the items that have been routed to you. Callout: "This option displays forms pending review".
- Start a New eFQMS**: Start a new eFQMS, which will then be routed to the appropriate approvers. Callout: "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 forms that have not had final approval or been processed into the system will be accessible. Callout: "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 real-time view. Callout: "Choose this option to see the form's status in the workflow or to view a submitted eFQMS form".

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Viewing the Worklist

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

The screenshot displays the 'Worklist for' interface. At the top, there are options for 'Detail View' and 'Work List Filters:'. Below this is a table with columns: From, Date From, Work Item, Worked By Activity, Priority, Link, and Personal. The table lists various eForm Routing tasks. A callout box points to a 'Priority' drop-down menu with options: 1-High, 2-Medium, 3-Low. Another callout box points to a 'Reassign' button, stating that pressing it allows the reviewer to send the form to another person in the same role. A third callout box points to a blue underlined link in the 'Link' column, stating that clicking it will take the reviewer to that eForm.

From	Date From	Work Item	Worked By Activity	Priority	Link	Personal
Lance Tomei	04/01/2013	Evaluate Form	eForm Routing		FQMS_TC: Mitchell, F	Mark-Worked
Melvin Rogers	03/29/2013	Evaluate Form	eForm Routing		FQMS_TC: Miller, J	Mark-Worked
Melvin Rogers	03/29/2013	Evaluate Form	eForm Routing		FQMS_TC: A...	Mark-Worked
Melvin Rogers	03/29/2013	Evaluate Form	eForm Routing		FQMS_TC...	Mark-Worked
Lance Tomei	03/28/2013	Evaluate Form	eForm Routing		FQMS...	Mark-Worked
Lance Tomei	03/27/2013	Evaluate Form	eForm Routing		FQMS... Kennedy, Mary	Mark-Worked
John M McGuire	03/25/2013	Evaluate Form	eForm Routing		FQMS_TC: L'Hommedieu, John	Mark-Worked
John M McGuire	03/22/2013	Evaluate Form	eForm Routing		FQMS_TC: Suh, Jonathan	Mark-Worked
Nancy A Stanlick	03/21/2013	Evaluate Form	eForm Routing		FQMS_TC: Vie, Stephanie	Mark-Worked
Nancy A Stanlick	03/21/2013	Evaluate Form	eForm Routing		FQMS_TC: Roozen, Kevin	Mark-Worked
Lance Tomei	03/19/2013	Evaluate Form	eForm Routing		FQMS_TC: Taylor, Vicky	Mark-Worked
Lance Tomei	03/18/2013	Evaluate Form	eForm Routing		FQMS_TC: George, Steven	Mark-Worked
Lance Tomei	03/18/2013	Evaluate Form	eForm Routing		FQMS_TC: Taylor, Vicky	Mark-Worked
Chuck Reilly	03/15/2013	Evaluate Form	eForm Routing		FQMS_TC: Richardson, Kathleen	Mark-Worked
Nancy A Stanlick	03/14/2013	Evaluate Form	eForm Routing		FQMS_TC: Gibbs, Didi	Mark-Worked
Chuck Reilly	03/05/2013	Evaluate Form	eForm Routing		FQMS_TC: Tharamapalan, Javapregasham	Mark-Worked
Chuck Reilly	03/05/2013	Evaluate Form	eForm Routing		FQMS_TC: Raghavan, Seetha	Mark-Worked
Lance Tomei	03/04/2013	Evaluate Form	eForm Routing		FQMS_TC: Petrine, Glenna	Mark-Worked
Lance Tomei	02/22/2013	Evaluate Form	eForm Routing		FQMS_TC: Stewart, Daniel	Mark-Worked
Lance Tomei	02/22/2013	Evaluate Form	eForm Routing		FQMS_TC: Abreu-Shaw, Natine	Mark-Worked
Chuck Reilly	02/20/2013	Evaluate Form	eForm Routing		FQMS_TC: Xia, Jun	Mark-Worked
John M McGuire	02/18/2013	Evaluate Form	eForm Routing		FQMS_TC: Carter, Shawn	Mark-Worked
Foard Jones	02/14/2013	Evaluate Form	eForm Routing		FQMS_TC: OKeefe, Daniel	Mark-Worked
Jean Leuner	02/13/2013	Evaluate Form	eForm Routing		FQMS_TC: Galura, Sandra	Mark-Worked
Jean Leuner	02/13/2013	Evaluate Form	eForm Routing		FQMS_TC: Kelly, Susan	Mark-Worked

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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

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 >>

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.

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Evaluating a Teaching Certification: Page 2

Add Teaching Certification

Step 2 of 4: Enter Degree and Coursework

Complete the Teaching Certification form below. 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 here if the faculty member has no degree

Current Degree Information

Degree	Institution	Country	Major	Graduation Date
<input type="checkbox"/> 1 Associate of Arts	BOC	USA	Business	01/01/1979
<input type="checkbox"/> 2 Bachelor of Arts	UCF	USA	English	07/30/1982
<input type="checkbox"/> 3 Master of Arts	UCF	USA	Inst Tech/Media Systems	08/04/2001
<input checked="" type="checkbox"/> 4 Doctor of Philosophy	University of Central Florida	USA	Education	12/11/2006

Section 2: Qualifying Degree(s) Find First 1 of 1 Last

Institution: _____ Country: _____

▼ Highest and other qualifying degree(s) Find First 1 of 1 Last

Degree major/program: _____ Degree: _____ Degree confer date: _____

Dissertation/thesis title: _____

Additional information or area of specialization: _____

Section 2

Section 3: Qualifying Coursework Find First 1 of 1 Last

Institution: _____ Country: _____

Qualifying Coursework Find First 1 of 1 Last

Course prefix & number: _____ Course Title: _____ Hours: _____ ¼ Hour:

Comments: _____

▼ Choose associated discipline(s)

	CIP Code	Description
<input type="checkbox"/>	1 44.0401	Public Administration

Semester Hour Summary

CIP Code	Description	Total
1 44.0401	Public Administration	

Section 3

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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

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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.

The screenshot displays the 'Section 5: Other Qualifications' section of the eFQMS form. It includes several sub-sections: 'Choose associated discipline(s)' with a table for CIP Code and Description; 'Scholarly track record in the field' with a text area and an example; 'Contract/grant work in the field' with a table for Date From, Date To, OR Present, Funding agency, and Description of contract/grant; 'Work experience in the field' with a table for Year From, Year To, OR Present, Organization, and Title; 'Professional licensure and certification in the field' with a table for Year and Description; and 'Honors, awards, competencies, achievements in the field' with a table for Year and Description. A callout box labeled 'Section 5' points to the 'Connection of other qualifications and teaching assignment' section, which contains a text area for a narrative response. The callout box text reads: 'Section 5'.

Section 5

Connection of other qualifications and teaching assignment

Please clearly describe the relationship between the qualifications listed in Section 5 above and the proposed teaching assignment from Section 1.

When necessary to "make the case," please describe the course content and/or expected learning outcomes of the course(s) that will be assigned to the faculty member. If the faculty member is qualified based on work experience in the field, describe his/her relevant job duties and explain how they relate to the intended teaching assignment.

It is important to make a clear and compelling case. Do not assume the reviewer is familiar with the discipline. Explain relevance and significance of the accomplishments, as appropriate.

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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:
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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 << Previous Next >>

Your Comment: _____

Comment History: _____

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.

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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.
 - 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.

- 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.

- 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.

- 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.'

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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.).