Faculty Qualifications Management System (FQMS):
Submitting 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.

Table of Contents

Recommended/Supported Browser Requirements
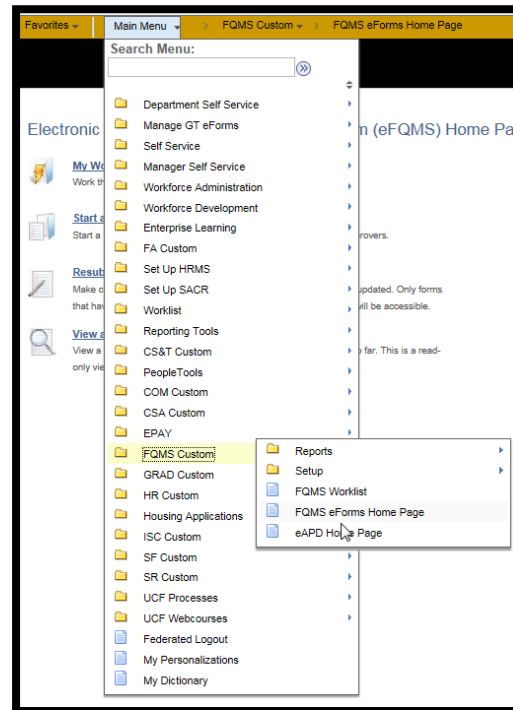
- ✓ Firefox 24, 30
- ✓ Internet Explorer 9, 10, 11
- ✓ Safari 6, 7
- ✓ Chrome 35

Logging In

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

Accessing the FQMS Home Page

- Start by clicking **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 forms 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Select this option to work on an eFQMS form that needs to be updated or withdrawn.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-only view.

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

Originating a Teaching Certification

- The screen below will appear if you select **Start a New eFQMS**
- 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 originator become familiar with the unit's discipline description. Each discipline description is available at the following link: http://afia.ucf.edu/fq/fqteaching/dd/

Start a New electronic Faculty Qualifications Mgmt System (eFQMS)

Teaching Certification

Use this link to begin a new teaching certification request.

Teaching Certification

Click here to initiate a **Teaching Certification eForm**

Return to Electronic Faculty Qualifications Mgmt System (eFQMS) Home Page

Note:
- The employee that you are completing the **Teaching Certification** for must *already have* an EMPLID in order to begin the eForm. If not, an ePAF form can be created to generate one by going to **Department Self Service** on the **Main Menu** on the top left of the screen, then selecting **ePAF Home Page** and lastly by clicking **Start a New ePAF**. The ePAF does not have to be approved to submit the eFQMS form.

Selecting the Correct Discipline

- You will only see the screen below if you have originator access for more than one discipline so that you can select the appropriate one from a list.

Typing the beginning characters of the discipline name and pressing **Search** will display discipline names that begin with those letters.

Selecting the **Search** button without typing in the text box will allow you to view all discipline names currently available for you to use.

Viewing the Discipline Names

- If you click **Search** instead of typing the discipline name into the text box, then you will see the screen to the right. To view the results with more ease, click on the word **Description** under **Search Results**. This will sort the descriptions by alphabetical order.

- Scroll until you see the discipline name that the faculty member will be teaching under then click it, the form will automatically take you to the next screen.

- **The system will skip this screen if you only have originator access for one discipline**

Selecting the faculty member

- Upon clicking the appropriate discipline name, the next step in the process is to identify the faculty member for which the teaching certification is being prepared.
- To avoid choosing the wrong person, enter the faculty member's UCF Employee ID and press **Search** or the "Enter" key on your keyboard.
- The form will automatically direct you to the next screen

Look Up CIP Code

FQMS Organization: 40
CIP Code: begins with ▼
Description: begins with ▼

Look Up   Clear   Cancel   Basic Lookup

Completing Section 1: entering the teaching assignment

- Below is an example of the first page form with several options already selected (i.e. **Baccalaureate** and **Graduate/First Professional** levels of teaching).

Add Teaching Certification

Step 1 of 4: Enter Teaching Assignment

Complete the Teaching Certification form below. Enter any relevan[t]
Comment" field to be included with this form.

FQMS Org: [ge:]

Personal Information

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

Section 1: Teaching Assignment Infor[...]   Find   First ◀ 1 of 1 ▶ Last   [+] [−]

*CIP Code: [   ] 🔍

Teaching Levels   Find   First ◀ 1-2 of 2 ▶ Last   [+] [−]

Enter the CIP code that corresponds with the teaching assignment. If you do not know it, click the magnifying glass next to the text box. This will open another window, just as the one above. Unless you know the **CIP Code** or **Description** already, click the **Look Up** button. This will automatically show all the codes available for the discipline.

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, the sections will have an "add" or "delete" button symbolized by an addition or subtraction sign. This feature allows the user to add or remove entries or "rows" 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

This area is used to document teaching assignment restrictions (if necessary) and is an available option at both teaching levels.

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

Select the **Means of Qualification** in this section. For more information on selecting the appropriate means of qualification, click the **Guidelines at-a-glance** link.

If the faculty member will teach at the graduate level please also indicate the committees (if any) that they will serve on. Please note that the appropriate form and documentation must still be submitted to the College of Graduate Studies.

<< Search   Next >>

Entering a Course Restriction

- Course restrictions are used when the faculty member's degree is selectively related to the discipline (guideline: qualifies for approximately four or fewer courses on distinct topics; see http://afia.ucf.edu/files/FQ_TermsDefs.pdf for more information).

Section 1: Teaching Assignment Information   Find

CIP Code:

Teaching Levels

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 discip

Course Restrictions

Comment: ☐ Clinical courses only

Select Course(s)   First ◀ 1 of 1 ▶ Last

Course ID   S   alog #   Description

1   [   ]🔍   [+] [−]

Look Up Course ID   [×]

Help

Course ID: begins with ▾

Subject Area: begins with ▾   🔍

Catalog Nbr: begins with ▾

Campus: begins with ▾

Description: begins with ▾

[Look Up]   [Clear]   [Cancel]   Basic Lookup

The following fields will display after selecting **Restricted Eligibility** from the Scope of Eligibility section,.

Use the text box to provide any relevant comments about the course(s).

The "clinical courses only" checkbox is only available to disciplines that offer their students clinical experiences.

If you do not know the course ID(s) for the course(s) that the faculty member is being qualified to teach, click the magnifying glass, which will display the window shown above.

In the **Subject Area** field, enter the course prefix.

In the **Catalog Nbr** field, enter the course number.

Click the **Look Up** button. This will yield a search results page with the courses matching the search terms. Click on the course with the most complete description (i.e. the least abbreviated title).

Repeat as necessary if more than one course needs to be entered.

Completing Section 2: Qualifying Degrees

The **Current Degree Information** is populated from PeopleSoft where the degree information is stored and entered by Academic Affairs. Check the highest qualifying degree.

If the highest qualifying degree is not listed above or if corrections need to be made to existing information, manually complete these fields.

Please complete the **Dissertation/thesis title** field if it will help show specialization in the discipline and/or teaching assignment.

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
☐	1	Associate of Arts	BCC	USA	Business	01/01/1979
☐	2	Bachelor of Arts	UCF	USA	English	07/30/1982
☐	3	Master of Arts	UCF	USA	Inst Tech/Media Systems	08/04/2001
☑	4	Doctor of Philosophy	University of Central Florida	USA	Education	12/11/2006

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

Institution: [_____]   Country: [__]🔍

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

Degree major/program: [_____]   Degree: [__]🔍   Degree confer date: [__]📅

Dissertation/thesis title: [_____]

Additional information or area of specialization: [_____]

If the transcript does not show a complete conferral date, then enter "01" for the missing field(s) (E.g. if the transcript only shows the year, then type 01/01/XXXX. If only the month, type XX/01/XXXX.).

Completing Section 3: Qualifying Coursework

- Qualifying coursework is not required for all teaching certifications but can also be used to show specialization or concentration in a particular area of study. This is ***not*** a required field.

If including qualifying coursework helps strengthen the case for a particular faculty member, individually include them in this section.

Make sure to check the box of the corresponding CIP code before clicking the **Next** button at the bottom of the screen.

Check the ¼-hour check box to convert quarter hours to semester hours, if applicable.

Press the **Calculate** button so that the sum of course hour credit appears below the word **Total**.

Completing Section 4: Master's Degree Equivalency

- 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.)

Completing Section 5: Other Qualifications

- If you selected **Other Qualifications** for any teaching discipline or level at the beginning of the form, then this section will appear below Section 3.

Make sure to check the box of the corresponding CIP code before clicking the **Next** button at the bottom of the screen.

Section 5: Other Qualifications

Choose associated discipline(s)

	CIP Code	Description
☐	1 44.0401	Public Administration

Scholarly track record in the field

Example: During the period from MM/DD/YYYY to MM/DD/YYYY, professor X had Y publications in A, B, C, kinds of journals and/or research.

Contract/grant work in the field   Personalize | Find | View All | | First 1 of 1 Last

	Date From	Date To	OR Present	Funding agency	Description of contract/grant	
1			☐			+ −

Work experience in the field   Personalize | Find | View All | | First 1 of 1 Last

	Year From	Year To	OR Present	Organization	Title	
1			☐			+ −

At least one of these sections must be completed in addition to the **Connection of other qualifications and teaching assignment** text box before moving on to the next page.

Professional licensure and certification in the field   Personalize | Find | View All | | First 1 of 1 Last

	Year	Description	Expiration Date	
1				+ −

Honors, awards, competencies, achievements in the field   Personalize | Find | View All | | First 1 of 1 Last

	Year	Description	
1			+ −

Completing Section 5: Connection of other qualifications and teaching assignment

- This statement should be written in large part by the department chair or school director.
- Please spell out all acronyms and explain the significance of the competencies and achievements described. The connection between the teaching assignment and the stated qualifications should be explained so that the qualifications are self-evident to someone outside the discipline. Using the course descriptions or desired student learning outcomes for the teaching assignment may help.
- We recommend that this statement be typed out in advance and copy/pasted into the box as PeopleSoft can time out while you are typing and the form will not be saved.

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.

It is important that you are as concise as possible with the reasons that the faculty member's other qualifications justify the teaching assignment, but include enough information to make your case.

Click on this icon to "spell check" the text in this box

Attaching Supporting Documentation

- This section accommodates all supporting documentation that should accompany the eForm, such as resumes, curriculum vitas, transcripts, etc. All documentation, especially transcripts, must be legible (this includes in the correct orientation; forms with documents attached in the wrong orientation will be recycled automatically). If the scanned version is not legible, please provide a hard copy to Academic Affairs and check the corresponding box on the last page of the teaching certification.

Add Teaching Certification

Step 3 of 4: Enter Supporting Documents

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:

☑ Check to confirm an official transcript (U.S. equivalency evaluation and copy of t
degrees and coursework reported in Section 2 and 3.

Storage Location:

Note: The transcript must be legible, if not, please provide an official hard

☐ Check here if you are sending a legible copy to AA instead of attachi

1-Transcripts*
2-US Degree Equivalency Evaluation*
3-CV / Resume
4-License / Certification
5-Dissertation / Thesis Abstract
6-Other
7-Paper Teaching Certification
8-Discipline Description

File Attachments   Find   First 1 of 1

Physical File Size: bytes   View   Delete
Updated:

Comments   << Previous   Hold/Save   Submit
Your Comment:

Check this box to confirm that official transcripts for qualifying coursework and/or conferred degrees are official. Provide the storage location(s) of the original document(s) in the field provided.

Selecting the **File Attachments** dropdown menu will display the attachment types shown on the left.

Once an attachment type is selected, click **Attach** to upload a file that is already saved on the computer.

Please ensure that the last and first name of the faculty member are included in the name of the file.

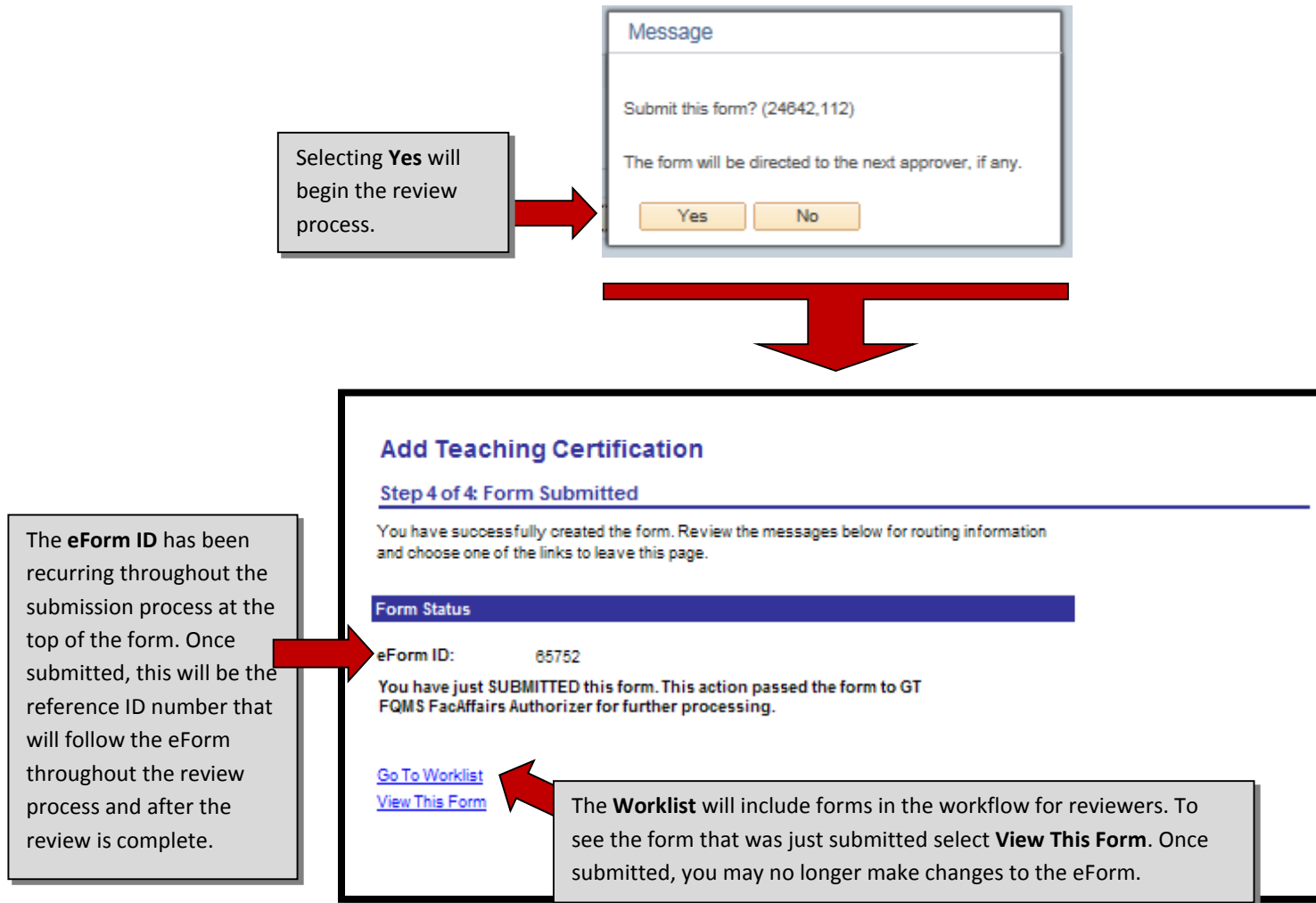*For international transcripts: submit the evaluation report and foreign transcripts.

Enter any relevant comments in the designated section above. Once all supporting documentation is attached and any necessary comments are entered, click any of these options. To proceed with the submission, press **Submit**. To continue working on the form later, select **Hold/Save**. To go back to a previous screen select **Previous**.

Submitting the Teaching Certification

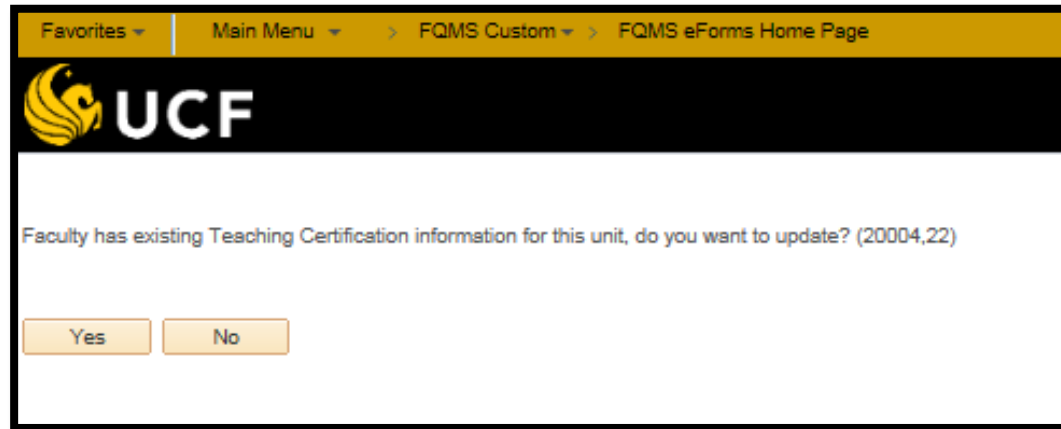- If you decide to press the **Submit** button, the form will direct you to a screen like the one shown below.

Message

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

| Yes | No |

Selecting **Yes** will begin the review process.

Add Teaching Certification

Step 4 of 4: Form Submitted

You have successfully created the form. Review the messages below for routing information and choose one of the links to leave this page.

Form Status

eForm ID: 65752

You have just SUBMITTED this form. This action passed the form to GT FQMS FacAffairs Authorizer for further processing.

Go To Worklist
View This Form

The **eForm ID** has been recurring throughout the submission process at the top of the form. Once submitted, this will be the reference ID number that will follow the eForm throughout the review process and after the review is complete.

The **Worklist** will include forms in the workflow for reviewers. To see the form that was just submitted select **View This Form**. Once submitted, you may no longer make changes to the eForm.

Updating an Existing Teaching Certification

- If you attempt to generate a new FQMS form and see the screen below, then a form is already on file for the faculty member. Clicking **Yes** will create a new form and populate the previous information for edits. The form will not attach the former supporting documentation, however.

Frequently Asked Questions

How do I gain access to the FQMS?

Contact your college HR/personnel coordinator or director. If they are not personally involved in FQMS, they should be able to tell you who is the appropriate contact person for the college/area. We will need an email from a college level reviewer or approver detailing your PID and proposed role in the system in order to grant you access.

How do I check where a form is in the workflow?

On the FQMS eForms Home Page, click "View an eFQMS." Select Teaching Certification. In the following menu, enter the eForm ID or name of the faculty member. You should be able to view the entire form as one page. Click next on the bottom of the screen. This will display the form history and will show for whom the form is pending review.

How do I check what is already in the system?

On the FQMS eForms Home Page, click "View an eFQMS." Select Teaching Certification. In the following menu, instead of typing in a single faculty member's information, click search. This will display all forms currently in the system for the discipline(s) that you have access to (up to 300 forms).

Whom do I contact if I have a question about a particular instructor of record?

If you have reservations about a particular teaching certification case, please first discuss your concerns with your department chair or school director. Should the chair or director need assistance, they should then consult their dean or dean's designee that approves teaching certifications in FQMS. We would be glad to collaborate with any discussions once all other levels of review are exhausted.