



FACULTY QUALIFICATIONS MANAGEMENT SYSTEM

THINGS TO REMEMBER

OVERVIEW

The following will be helpful to keep in mind when submitting and reviewing teaching certifications via the electronic Faculty Qualifications Management System for faculty members qualified by academic credentials and by other demonstrated competencies and achievements. Doing so will help to ensure that new faculty hires and associated teaching assignments in your unit have sufficient justification and supporting documentation on file.

QUALIFICATION BY ACADEMIC CREDENTIALS

- The major or program name of a faculty member's highest earned degree (as well as that of any other qualifying degrees) recorded on the teaching certification should match the faculty member's transcript or US degree equivalency evaluation.
- Only successfully completed course work may be listed as qualifying course work; if no credit was earned for a course (e.g., failing grade) or if the faculty member is currently enrolled in the course, it may not be listed on the teaching certification.
- For faculty members qualified by "concentration," only successfully completed graduate course work may be listed on the teaching certification.
- All credit hours must be reported as semester hours; the quarter-hour-to-semester-hour conversion factor is 0.667 (i.e., quarter hour \times 0.667 = semester hour).
- Qualifying course work, when required, need not have been completed as part of a degree program.
- Avoid abbreviating the titles of qualifying courses.

QUALIFICATION BY OTHER DEMONSTRATED COMPETENCIES AND ACHIEVEMENTS

- It is the department chair or comparable unit head's responsibility to make a clear and compelling case and to provide sufficient evidence to support the case.
- Spell out acronyms and avoid abbreviations and arcane terminology.
- Clearly explain the relevance and significance of faculty members' accomplishments and contributions to the teaching discipline and how they relate to the teaching assignment.