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 .......................................................... 3
- Logging In .......................................................................................................................... 3
- Accessing the FQMS Main Page ......................................................................................... 3
- Getting Started: the FQMS Home Page ............................................................................ 4
- Viewing the Worklist .......................................................................................................... 5
- Evaluating a Teaching Certification: Page 1 ..................................................................... 6
- Evaluating a Teaching Certification: Page 2 ..................................................................... 7
- Evaluating a Teaching Certification: Page 2 ..................................................................... 8
- Evaluating a Teaching Certification: Page 2 ..................................................................... 9
- Evaluating a Teaching Certification: Page 3 ..................................................................... 10
- Review Decisions on the Teaching Certification ................................................................. 11
- FQMS Reviewer and Approver Checklist ......................................................................... 12
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

- **My Worklist**: Work the items that have been routed to you.
- **Start a New eFQMS**: Start a new eFQMS, which will then be routed to the appropriate approvers.
- **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.
- **View an eFQMS**: View a submitted eFQMS, including information about its handling so far. This is a read-only view.

**Options for Reviewing an eFQMS Form**

- **This option displays forms pending review**
- **Click here to begin a new Teaching Certification**
- **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.**
- **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.

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

- 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/](http://afia.ucf.edu/fq/fqteaching/dd/)

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.
**Evaluating a Teaching Certification: Page 2**

**Section 2: Qualifying Degree(s)**

- **Institution**: [Field]
- **Country**: [Field]
- **Highest and other qualifying degree(s)**:
  - **Degree major/program**: [Field]
  - **Degree**: [Field]
  - **Degree confer date**: [Field]
  - **Dissertation/thesis title**: [Field]
- **Additional information or area of specialization**: [Field]

**Section 3: Qualifying Coursework**

- **Institution**: [Field]
- **Country**: [Field]
- **Qualifying Coursework**:
  - **Course prefix & number**: [Field]
  - **Course Title**: [Field]
  - **Hours**: [Field]
  - **% Hour**: [Field]
- **Comments**: [Field]
- **Semester Hour Summary**:
  - **CIP Code**: 14.0401
  - **Description**: Public Administration
  - **Total**: [Field]
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](http://afia.ucf.edu/files/MinFacTchQuals_at-a-glance.pdf) for more information).
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

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 Form](image)

  o If you select **Deny**

  ![Deny Form](image)

  o If you select **Recycle**

  ![Recycle Form](image)

  o If you select **Save**

  ![Save Information](image)
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.).