Things to Remember
When Completing an eFQMS Faculty Teaching Certification

Please bear in mind the following when completing eFQMS teaching certifications for faculty members qualified by academic credentials and/or other demonstrated competencies and achievements (other qualifications). Doing so will help assure the faculty new hires and teaching assignments in your unit have sufficient justification and supporting documentation on file.

---

**Academic Credentials (degrees and coursework)**

1. Highest and (additional) qualifying degree major(s) or program(s) recorded on eFQMS form should match transcript (or U.S. equivalency evaluation) whenever possible.

2. Only *successfully completed* coursework should be listed as qualifying coursework, if required; if no credit was earned for the course (e.g., received a failing grade) or if the individual is currently enrolled in the course, the course should not be listed.

3. For those persons qualified to teach by “concentration,” only successfully completed *graduate level* coursework should be listed.

4. All credit hours must be reported as semester hours; the quarter hour to semester hour conversion factor is .667. (i.e., Quarter Hour (.667) = Semester Hour).

5. Qualifying coursework, when required, does *not* have to be completed as part of a degree program.

6. Avoid abbreviating qualifying course titles whenever possible.

---

**“Other” Qualifications**

1. It is the chair’s or comparable unit head’s responsibility to make a *clear and compelling case* and to provide sufficient evidence to “make the case.”

2. The reviewer(s) (internal or external) may be unfamiliar with the teaching discipline.

   **SO**

   - Please spell out acronyms and avoid abbreviations and arcane terminology whenever possible.

   - *Explain the relevance* and *significance* of the faculty member’s accomplishments and contributions to the teaching discipline and how they relate to the teaching assignment.*