Online Faculty Qualifications Assurance (FQA) System User Guide

General Notes/Instructions:

- *Information/Questions:* As of Spring/Summer 2023, the online system replaces the previous PDF form and email system. Any questions can be directed to the Assessment and Accreditation Specialist, Phuong Vo (votru@gvsu.edu) in the Office of the Provost.

- *System Link:* System users can log into the online system directly at: https://www.gvsu.edu/hlc/fqa/

- *Manage Users:* Faculty/Staff currently involved with the FQA process have been added to online system. Current system users can add/remove other users as deemed appropriate for their unit/college by clicking on the "Manage Admins" tab on the top and then clicking on the "+ New Admin" button (see below).
  - Note that personnel in charge of completing hiring and/or FQA documents for each college have been added to the online system with the "Dean" or "Unit Head" role so that they can complete new applications accordingly.
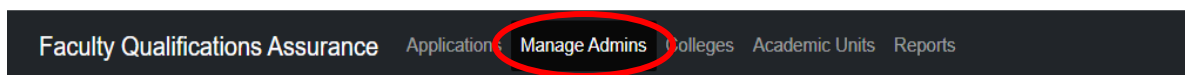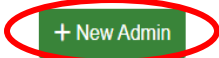
Starting/Submitting a New Application:

- Upon logging into the system, the default page you will be directed to is the "Applications" page. This page shows all the applications with which you are involved.
- You can search and/or filter the applications by step, status, college, etc.
- To start a new FQA, click on the "+ New Application" button (see below).

- A fillable form will show up that is similar to the previous FQA PDF/paper form (see below). Anything that has a red asterisk next to it is required information.
  - ○ If a G# is available, enter it at the time you complete the form. The G# is not required immediately but note that the forms cannot be sent to OnBase until the G# has been entered.
    - ▪ If this field is left empty, the Assessment and Accreditation Specialist will enter it later when it becomes available.
  - ○ If a faculty member will be teaching in different units/colleges, a separate FQA submission is needed for each unit/college to ensure that we receive the appropriate Unit Head and/or Dean signatures and that the forms get routed to the correct individuals.
    - ▪ Note that "Faculty Signature" is not needed for the online form.

o If you need examples or policy language when completing the form, you can click on the blue text (e.g., "View example") and more detailed information will be displayed directly on the form.

Course Information

Faculty member will teach at the following course levels:*

☐ Bachelor's
☐ Master's
☐ Doctoral

Faculty member will teach the following course(s) (include all expected or anticipated courses):*

A faculty member is qualified to teach independent study (X99) or special topics (X80) courses related to their qualifications as described in this form, however such courses are not indicated here. View example

o Although the form only lists .pdf as an acceptable file extension (see below), Word documents can also be attached and uploaded without issue.

Documents

Upload a CV/Resume*
Please upload a file with one of the following extensions: pdf
Choose Files | No file chosen

Please upload the transcript(s). Uploading here confirms that the transcript was originally rec
Please upload a file with one of the following extensions: pdf
Choose Files | No file chosen

Additional Related File(s)
Please upload a file with one of the following extensions: pdf
Choose Files | No file chosen

Unit Head / Unit Head's Designee

Select a Unit Head...

Dean of College / Dean's Designee

Select a Dean of College...

Submit Form

o Click on "Submit Form" once have entered all information and uploaded all relevant documents.

- Upon submission, the form will route to the "Unit Head/Unit Head's Designee" and then to the "Dean of College/Dean's Designee," as selected in the form, and finally to the "Provost" (represented by the Assessment and Accreditation Specialist) for approval.
    o If there are any questions regarding the forms/documentation along the approval route, the individual next in line for approval can request changes, at which point, the form will be returned to the most recent individual in the approval queue to fix/answer accordingly. An email notification will be sent from the system if a form has been returned.
        ▪ Once changes have been made, the form can be sent back through the approval queue.
    o Once this final approval (at the Provost level) is complete, all individuals involved in the application queue, as well as the appropriate individuals in Human Resources, will be notified accordingly. This concludes the FQA process for the new faculty member.