

Guidelines for Faculty Qualifications Project

- 1) What is the Faculty Qualifications Report?
 - a) Verification that faculty members are qualified to teach the courses that they are teaching.
- 2) For what quarter/semester should the information be collected and when is it due?
 - a) Information for Spring 2009 is due July 20, 2009
 - b) Information for Fall 2009 is due September 30, 2009
 - c) Information for Spring 2010 is due February 15, 2010
- 3) What faculty members should be included in the Faculty Qualifications Report?
 - a) Faculty members
 - who are paid by UMMC
 - who teach more than three hours in a course
 - the course director (person who signs the grade sheet) must always be included.
 - most courses will have between 1 and 10 faculty
 - if you have questions on this, check with Mitzi Norris
- 4) What do I need to do on these faculty members?
 - a) Complete two Excel spreadsheets
- 5) What do I need to do on **Compliance Assist Template Faculty**?
 - A. For each faculty member teaching a course, enter
 - Last Name
 - First Name
 - Status - Using the list of faculty for whom you are responsible, enter F for full-time or P for part-time
 - Department
 - Currently teaching – "Y" for yes (otherwise they should not be on the list)
 - Position
 - (1) Professor
 - (2) Associate Professor
 - (3) Assistant Professor
 - (4) Instructor
 - B. In the box labeled "Relevant Degrees and Course Credits Earned," enter the faculty member's relevant degrees.

- Do not enter course credits earned
- Cite each degree as briefly as possible, e.g. MSN, PhD, EdD, DPT, DMD, MD, MOT, BSN, BS. Do not use periods.
- Insert a comma following degree and then list the Institution Awarding Degree
- Give complete name of institution, e.g. EdD, University of Southern Mississippi
- Do not add anything else to this cell if the faculty member's degree is MD, DMD, MSN or other obvious majors
- For PhD's and other generic degrees, insert a comma and space following the institution and then list the Concentration/Major
 - (a) PhD, University of Idaho, Biochemistry
 - (b) Be sure that concentration/major matches exactly what is shown on transcript.
- If more than one relevant degree is listed, divide degrees by a semi-colon, e.g. MD, University of Idaho; MPH, New York University

C. In the box labeled "Other Qualifications" include

- Licenses/certifications
- Each license, certification must have a date
- Separate qualification from date with a comma.
 1. Use yyyy or mm/yyyy or mm/dd/yyyy format for dates, e.g. Certification: Pediatrics, exp. 12/2011.
 2. Separate credentials within a category with a semicolon e.g. Certifications: Pediatrics, 2001-2006; Internal Medicine, exp. 12/2011

D. In the box labeled Discipline, enter the name of the school where the faculty member is employed.

- Health Related Professions
- Dentistry
- Nursing
- Medicine - All basic science faculty are in the SOM

6) What do I need to do on **Compliance Assist Template Faculty-Courses?**

A. For each faculty member teaching a course, enter

- Instructor Last Name
- Instructor First Name

B. Course and Number

- List from the Bulletin the course prefix and number, e.g. N 410, CHS 345, CONJ 642
- The prefix should be all caps

C. Course Title

- (1) List the name of the course exactly as it is in the Bulletin
<http://www.ums.edu/bulletin/TitleTOC.pdf>

D. Semester Taught

- Enter "Spring 2009" (no comma)
- You will enter courses for other semesters later
- If you are on a quarter system, enter the data for the Spring 2009 quarter

E. Course Type

- Enter Graduate or Undergraduate.

F. In the box labeled Discipline, enter the name of the school where the course is taught.

7) To whom do I send the verification report?

Send the verification (Attachment 1) and spreadsheets (2) hard copy to Dr. Helen Turner, Associate Vice Chancellor for Academic Affairs; send the report electronically to Dr. Mitzi Norris mnorris@acadaff.umsmed.edu.

NOTE: Label file with your department or school name and the type document (verification, faculty template, or course template).

Example - Biochemistry - course.doc
Biochemistry – faculty.doc
Biochemistry – verification.doc

Attachment 1

Faculty Qualifications for Teaching Verification

Name of Department/School:

Term: Spring 2009

I certify that the information on the Compliance Assist Faculty and Compliance Assist Faculty-Course forms are complete and accurate. Furthermore, I certify that the faculty members listed below have appropriate credentials to teach in the courses to which they are assigned. I further certify that I am aware that these records will be audited.

Dean/chairman's signature:

Date: