TN eCampus Faculty Review Process

Each term, VSCC division deans and department chairs are responsible for reviewing the credentials of all TN eCampus faculty who are teaching sections offered to VSCC students. This document outlines the steps to this review process.

Note: Reviewers should keep lists of the faculty they reviewed each semester. This will save you time in future semesters not re-evaluating the same faculty again.

Step 1: Sort the VSCC Argos Schedule

1. Using Excel, put filters on.
2. Filter down to the TN eCampus in CAMPUS_DESC.
3. Filter STATUS to Active.

The resulting list are all of the TN eCampus courses available for VSCC students to register in. Figure 1 provides an example spreadsheet with filters applied as indicated.

![Figure 1 Example Filtered ARGOS Schedule](image)

Step 2: Find Faculty Names in Maestro

2. Click the Total Enrollments All Institution button.
3. Use the full list, or filter down to a specific subject area such as ACCT for Accounting. Type the course prefix (ACCT) into the Course Id field and click Submit.
4. Save or print the list of instructor names from Maestro.
Step 3: Review Faculty Credentials in FCS

1. Login to the TN eCampus Faculty Credential System (FCS) (https://credentials.tbr.edu/user).
2. Using your list(s) from Maestro, evaluate the qualifications of each instructor listed for the courses he/she is scheduled to teach.
   a. “Faculty” menu
   b. Search by last name
3. If VSCC has already reviewed and approved the instructor for the course listed, this information will display under the faculty member’s profile. Figure 3 shows an example:

4. If VSCC has NOT yet reviewed and approved the instructor for the course listed:
   a. Review the documents to make your decision.
b. Record your approval status for each course she is teaching. Status options include approved or denied.

c. If denying the instructor’s qualifications for the course, enter notes to inform the home institution why we won’t approve this instructor.

d. This decision may impact student schedules. Share all decisions to deny instructor credentials with your dean and the Director of Distributed Education so that appropriate follow-up can be taken for affected students.

Helpful Hints
1. FCS has several reports that may help expedite your review and approval process:
   a. The VSCC’s Approvals and Denials report shows approvals and denials created by users at Vol State. This list includes profiles for faculty at other institutions.
   b. This Approval & Denials report shows the approvals and denials issued for faculty profiles created by Vol State.
   c. The Faculty Missing Institutional Approval report is another way to quickly see the faculty who have not yet been marked as approved or denied by VSCC.

2. There is no automatic way to combine the reports from Step 1 and Step 2. You may find it helpful to enter instructor names into your copy of the Argos report, then use this spreadsheet to keep track of your work. Each semester, you can come back to this report and check for any new instructor names that you didn’t already review and approve.