

TN eCampus Faculty Review Process

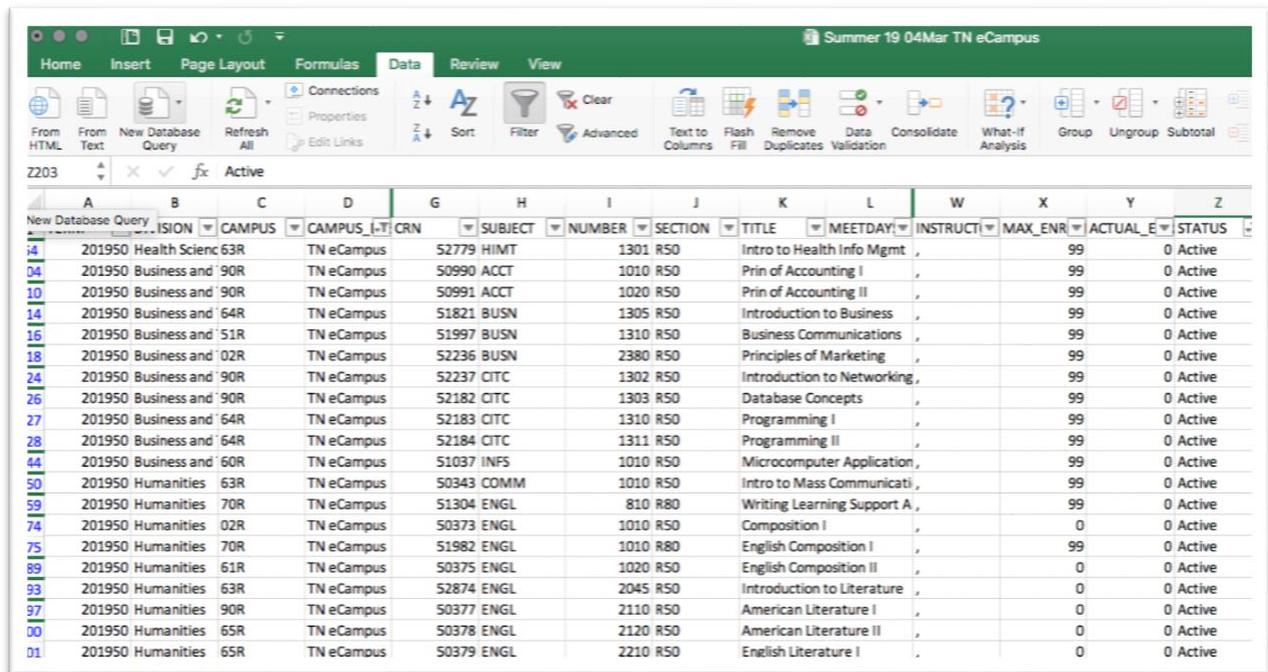
Each term, VSCC division deans and department chairs are responsible for reviewing the credentials of all TN eCampus faculty who are teaching sections offered to VSCC students. This document outlines the steps to this review process.

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.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
		ISION	CAMPUS	CAMPUS_DESC	CRN		SUBJECT		NUMBER	SECTION	TITLE	MEETDAY	INSTRUCT	MAX_ENR	ACTUAL_ENR	STATUS										
4	201950	Health Scienc	63R	TN eCampus	52779	HIMT			1301	R50	Intro to Health Info Mgmt	,		99	0	Active										
04	201950	Business and	90R	TN eCampus	50990	ACCT			1010	R50	Prin of Accounting I	,		99	0	Active										
10	201950	Business and	90R	TN eCampus	50991	ACCT			1020	R50	Prin of Accounting II	,		99	0	Active										
14	201950	Business and	64R	TN eCampus	51821	BUSN			1305	R50	Introduction to Business	,		99	0	Active										
16	201950	Business and	51R	TN eCampus	51997	BUSN			1310	R50	Business Communications	,		99	0	Active										
18	201950	Business and	02R	TN eCampus	52236	BUSN			2380	R50	Principles of Marketing	,		99	0	Active										
24	201950	Business and	90R	TN eCampus	52237	CITC			1302	R50	Introduction to Networking	,		99	0	Active										
26	201950	Business and	90R	TN eCampus	52182	CITC			1303	R50	Database Concepts	,		99	0	Active										
27	201950	Business and	64R	TN eCampus	52183	CITC			1310	R50	Programming I	,		99	0	Active										
28	201950	Business and	64R	TN eCampus	52184	CITC			1311	R50	Programming II	,		99	0	Active										
44	201950	Business and	60R	TN eCampus	51037	INFS			1010	R50	Microcomputer Application	,		99	0	Active										
50	201950	Humanities	63R	TN eCampus	50343	COMM			1010	R50	Intro to Mass Communicati	,		99	0	Active										
59	201950	Humanities	70R	TN eCampus	51304	ENGL			810	R80	Writing Learning Support A	,		99	0	Active										
74	201950	Humanities	02R	TN eCampus	50373	ENGL			1010	R50	Composition I	,		0	0	Active										
75	201950	Humanities	70R	TN eCampus	51982	ENGL			1010	R80	English Composition I	,		99	0	Active										
89	201950	Humanities	61R	TN eCampus	50375	ENGL			1020	R50	English Composition II	,		0	0	Active										
93	201950	Humanities	63R	TN eCampus	52874	ENGL			2045	R50	Introduction to Literature	,		0	0	Active										
97	201950	Humanities	90R	TN eCampus	50377	ENGL			2110	R50	American Literature I	,		0	0	Active										
00	201950	Humanities	65R	TN eCampus	50378	ENGL			2120	R50	American Literature II	,		0	0	Active										
01	201950	Humanities	65R	TN eCampus	50379	ENGL			2210	R50	English Literature I	,		0	0	Active										

Figure 1 Example Filtered ARGOS Schedule

Step 2: Find Faculty Names in Maestro

1. Using Firefox, login to [Maestro](https://tbr.maestrosis.com) (<https://tbr.maestrosis.com>).
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.

An example ACCT list for Spring 2019 is shown in Figure 2.

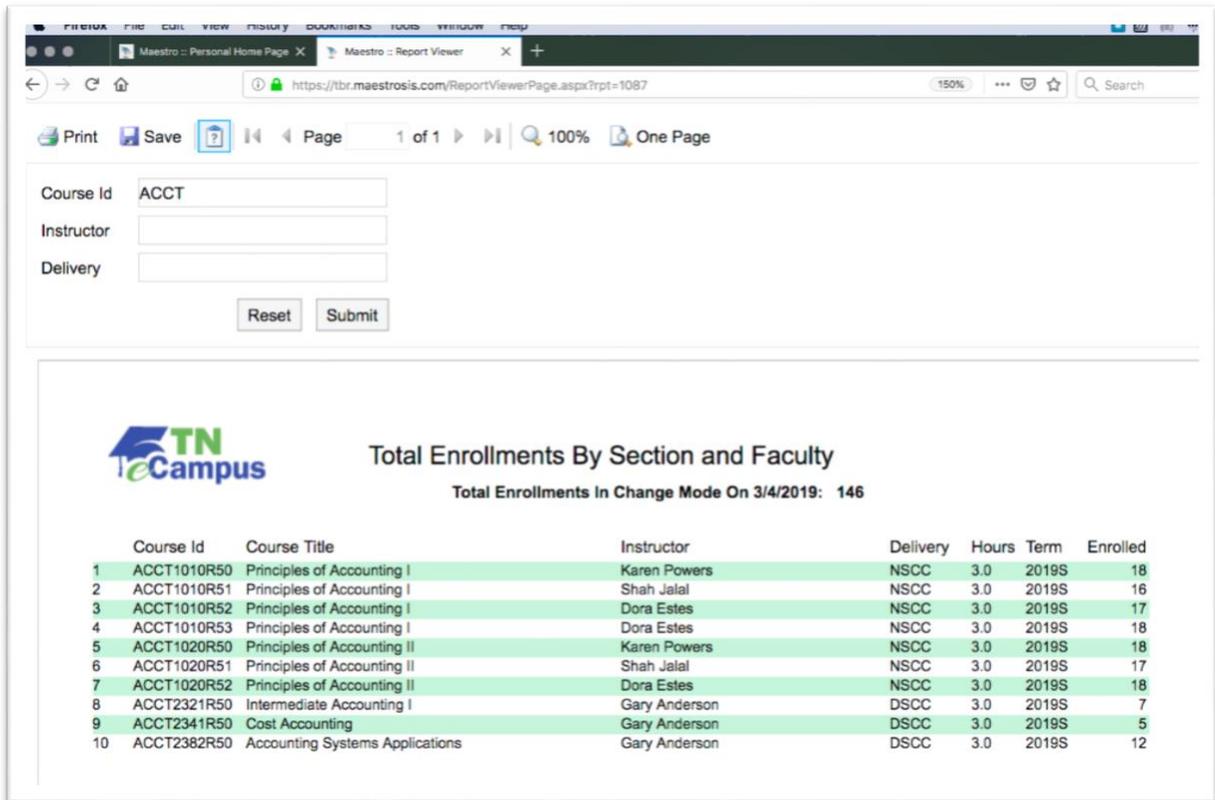


Figure 2 Example Maestro Enrollment Report

Step 3: Review Faculty Credentials in FCS

1. Login to the TN eCampus [Faculty Credential System](https://credentials.tbr.edu/user/) (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:

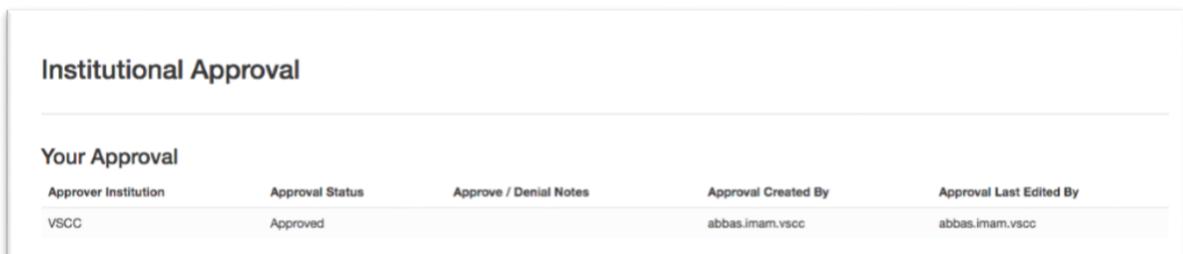


Figure 3 Example Institutional Approval as Shown in a Faculty Profile

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.