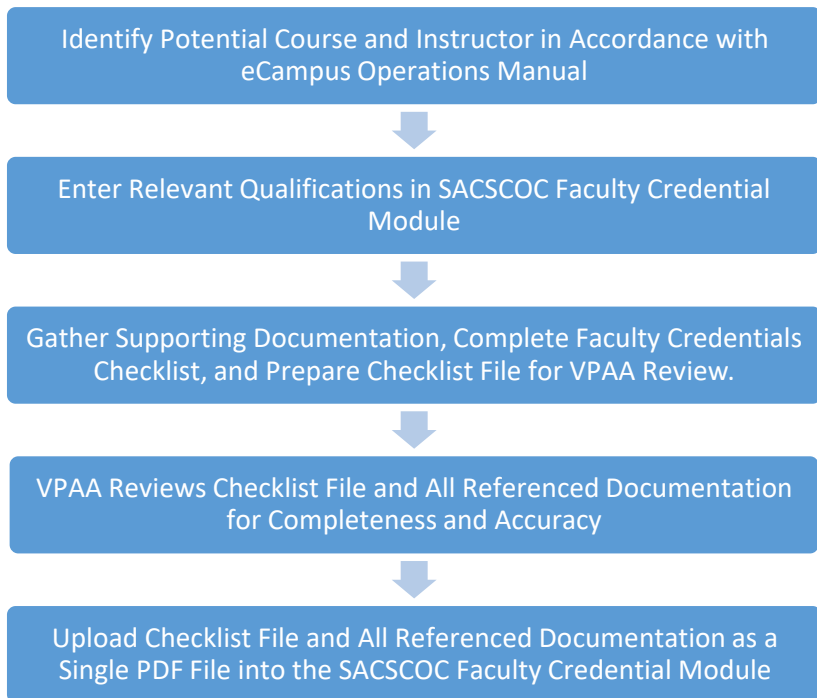


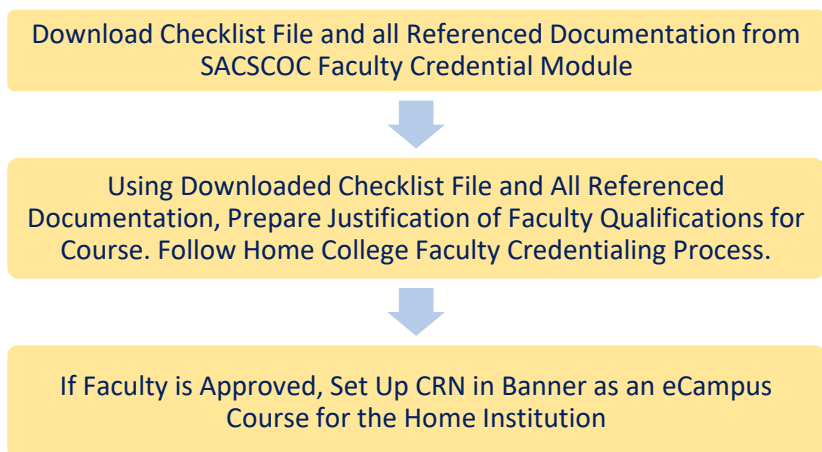


eCampus Faculty Credentials Qualification Process

Process for Hosting a Course on the eCampus Platform



Process for Home Institution to Offer an Course on the eCampus Platform to Students



Notes: In the event the host institution has to adjust faculty assignments for a course being offered through eCampus, the host institution must update the faculty credentialing database and supporting documentation, and immediately notify TCSG and each home institution of the change.



Faculty Credential Qualification Process

1. Affiliate institution identifies a course and instructor that it can host on eCampus, in accordance with parameters outlined in the *TCSG eCampus Platform Operations Manual*.
2. Host institution enters faculty information into the SACSCOC Faculty Credential Module to justify the faculty member's qualifications to teach the specific course(s) being taught. (Refer to the [SACSCOC Faculty Qualifications Web Application Guide](#) on KMS for more information.)
3. Host institution gathers required documentation, as identified on the Faculty Credentials Checklist, and completes the Faculty Credentials Checklist. The completed checklist and all referenced documentation are referred to as the "Checklist File."
4. Host institution's Vice President of Academic Affairs reviews Faculty Credentials Checklist against supporting documentation for completeness and accuracy and signs checklist indicating that the Checklist File is complete.
5. Host institution uploads the Checklist File and all referenced documentation into the SACSCOC Faculty Credential Module as a single PDF prior to offering the course on eCampus.
6. Home Institution planning to enroll students in an eCampus course downloads the Host institution's completed Checklist File and all referenced documentation from SACSCOC Faculty Credential Module and runs the Faculty Roster report for the course instructor.
7. Using downloaded Checklist File and all referenced documentation, Home institution prepares justifications demonstrating that the faculty member has the necessary qualifications to teach a given course. Home institution follows own process for approving faculty credentials.
8. If faculty is approved to teach the course by home institution, the home college then builds the course (CRN) in Banner to allow enrollment. (Refer to the [Banner Functional Setup](#) on [Connie](#) for more information.)

Terms:

- Affiliate Institution: name applied to colleges participating in eCampus.
- Host Institution: name applied to the teaching college.
- Home Institution: name applied to the college to which the student has been admitted.

Notes:

- In the event the host institution has to adjust faculty assignments for a course being offered through eCampus, the host institution must update the faculty credentialing database and supporting documentation, and immediately notify TCSG and each home institution of the change.