Approved: October 25, 2021

eCampus Faculty Credentials Qualification Process

Process for Hosting a Course on the eCampus Platform

Identify Potential Course and Instructor in Accordance with eCampus Operations Manual

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Enter Relevant Qualifications in SACSCOC Faculty Credential Module

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Gather Supporting Documentation, Complete Faculty Credentials Checklist, and Prepare Checklist File for VPAA Review.

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VPAA Reviews Checklist File and All Referenced Documentation for Completeness and Accuracy

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Upload Checklist File and All Referenced Documentation as a Single PDF File into the SACSCOC Faculty Credential Module

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

Download Checklist File and all Referenced Documentation from SACSCOC Faculty Credential Module

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Using Downloaded Checklist File and All Referenced Documentation, Prepare Justification of Faculty Qualifications for Course. Follow Home College Faculty Credentialing Process.

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If Faculty is Approved, Set Up CRN in Banner as an eCampus Course for the Home Institution

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.

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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.