The University of Texas
Rio Grande Valley

SACSCOC Qualifications

Online Faculty Teaching Validation Form Guide

Revised: September 2024

The University of Texas
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Purpose: The online validation form is replacing the paper form previously used by the colleges. You will learn how to create and submit the electronic validation form for approval.

Logging in to the system

1. Log in to the **Online Faculty Teaching Validation Form** using your UTRGV credentials.
2. Once logged in, your home screen should look similar to the one below.

Creating a New Validation Form Request

1. Under the **Forms** tab, click on **Create New Form** to start a new validation form.

2. Fill out the form with the corresponding faculty information and include the degrees relevant to the courses they will be scheduled to teach. If the degree you are looking for is not showing in the drop-down menu, select "Other" and specify in the secondary box.

3. Enter the courses the faculty will teach under the 'Proposed Courses to be taught at UTRGV' section. You will select the course prefix from the drop-down menu and enter the 4-digit course number and title. If more than one course is to be taught, please click on **Add Another** each time you want to add another course.

4. Fill out the additional academic coursework and qualification boxes.

If the graduate degree is not a terminal degree in the teaching discipline, faculty members could have taken courses related to courses to be taught at UTRGV. Include this specific graduate coursework including course number, the course title that appears on the transcript, and the institution where the course was taken. A minimum of 18 graduate semester hours in the teaching discipline is required.

If the qualifications are based on licensures or work experience, please list them in the section below under 'Other Qualifications/Credentials and Comments'. Include here any other comments from the initiator that could be helpful for the reviewers.
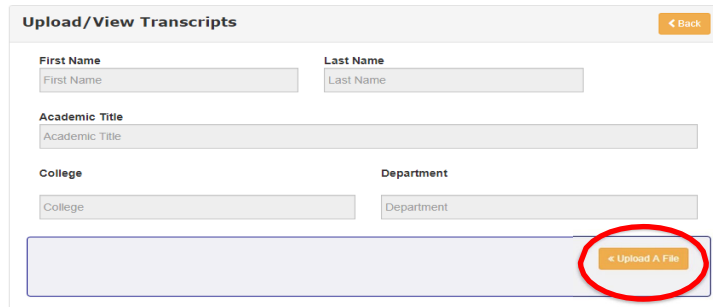

5. Once you have entered the information in the sections above, the 'Attach Document' and 'Save' buttons will be enabled. The next step will be to attach all copies of transcripts, or you can select the 'save' option to continue the form at a later time.
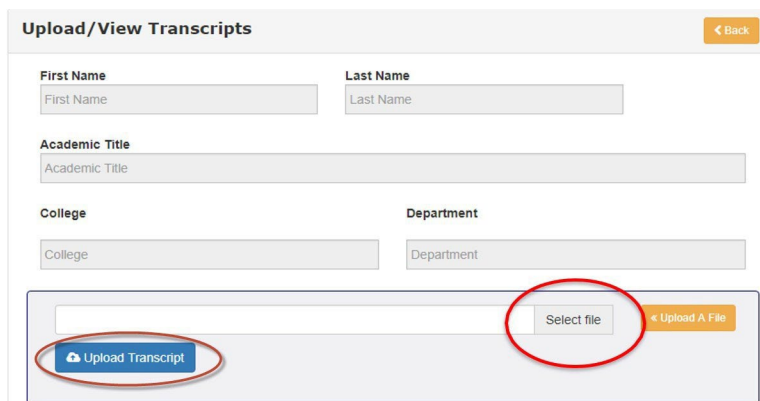
Attaching Documents to the form

1. Click on "Attach Document" at the bottom of the page to attach all transcripts related to the faculty member's coursework. Make sure that the faculty information is correct and matches the documents you are uploading. Select the "Upload a File" button.

2. Click on **the Select file** to select the transcript from the destination where you have it stored on your computer. Submit one PDF file for every degree and name them using faculty name, degree, and institution.

Please note: The file must be in PDF format in order for it to be uploaded.

3. Once you have selected the file, click on **Upload Transcript** which will prompt you to return to the form request page.

Please note the following when submitting a transcript:

- A transcript is required to submit the form for review.
- Transcripts attached to the validation form do not substitute for the submission of original/official hard copy transcripts with the hiring packet to the Office of the Provost. This is a SAACSCOC requirement for faculty records.
- Review every page of the document and redact Social Security Numbers (Some institutions use SSN as student IDs).

4. After reviewing the information, click on **Submit for Review** at the bottom of the page to submit to the Chair for approval.

5. Click on **Yes** at the bottom of the confirmation screen to submit the form to the Chair.

After every submission, the approver and initiator will receive an email notification with the subject **"Teaching Validation Form - SACSCOC System Message"**.

Reviewing Forms for Approval

1. After logging in, your home page dashboard will indicate when you have an **Active** form for approval.

2. *Select the form you want to review by clicking on* **View.**

4. You will be taken to a confirmation page where you can include additional comments.

Please Note: When a form is rejected, the original form is sent back to the initiator. The system will keep all the information of the form and allow the initiator to edit the requested fields and resubmit as a new form.

Tracking forms in the workflow

1. Go to the "Workflow" tab to see a table with all forms currently in the workflow for your college. To see a quick look at the details and status click on the top left menu button of the table.

For further review, you can also run a report to extract all validation forms submitted to your college. These reports are in CSV format and include every data field of the validation form.

2. Click on the right button "Export CSV Files" to the upper right corner. Click on the "SACSQUAL CSV"

The full list will appear as a table. Click on "CSV" at the top of the table to get an Excel file.

User groups description

- **Administrator**: The administrator is the overall application manager and can grant and remove user access. Although it is not part of the workflow as a reviewer, the administrator can approve forms if needed. It can also track all forms in the workflow and run CSV reports to work with all fields of the submitted forms.

- **Initiator:** The initiator can prepare and submit forms to the chair and can only track and view the history of the form he/she submitted.

- **Assistant Dean**: The assistant dean role is not part of the workflow but can track all forms under their college and run CSV reports to work with all fields of the submitted forms. The Assistant Dean can also prepare and submit a form to the chair.

- **Chair:** The Chair role is the first college reviewer of the workflow and can submit, reject, and return a form back to the initiator if further editing is needed, and/or approve a form for Dean's review. The Chair can view the details and history of the validation forms that have been submitted to their college Chair level and can only approve on its own behalf.

- **Dean:** The Dean role is the last reviewer at the college level of the workflow and can directly submit a form to the Chair, reject and return a form to the initiator if further editing is needed, or approve forms for Provost review. The Dean will be able to view the details and history of the validation forms that have been submitted to their college Dean level and can only approve on its behalf.

- **Provost:** The Provost's role is the last reviewer in the workflow and can approve or reject a form. If a form is rejected, it is returned to the initiator. Some users at the provost level will serve as administrators and can track all forms currently in the workflow and can also run reports that include the information that was included in a validation form.

Workflow