



College of Community Innovation and Education

UNIVERSITY OF CENTRAL FLORIDA

For Faculty

- Submit an updated teaching certification via the electronic Faculty Qualifications Management System (FQMS), revising the faculty member's teaching assignment to include, for example, eligibility to teach graduate-level courses. Include a copy of the faculty member's official transcript documenting the newly conferred degree and an updated résumé or curriculum vitae. In addition, include information in the comments field regarding the request to change the faculty member's title from Instructor to Lecturer. Academic Program Quality (APQ) will review the faculty member's qualifications and confirm the change in title.

If faculty member is non-instructional, update credentials using this form:

https://hr.ucf.edu/wp-content/uploads/sites/17/Degree_Information_Update_Form-1.pdf

CCIE Contact: Roanne Brice/Vanessa Nixon/Orin Smith

- Department HR contact submit an ePAF to change title from instructor to lecturer on employment agreement (if mid-year). Upload FQMS documentation to ePAF.

Academic Affairs Personnel Administration automatically updates titles at the beginning of the faculty agreement period (August 8) based on updated credentials submitted via in FQMS.

CCIE Contact: Allison Jefferson/Vanessa Nixon

- Notify CCIE Communications to update website profile by completing form: <https://ccie.ucf.edu/webservice/>

For Staff

- Submit this form to Human Resources to update PeopleSoft Human Capital Management reports: https://hr.ucf.edu/files/Degree_Information_Update_Form.pdf

CCIE Contact: Allison Jefferson/Vanessa Nixon

- Notify CCIE Communications to update website profile by completing form: <https://ccie.ucf.edu/webservice/>