

Online Faculty Qualifications Assurance (FQA) System User Guide

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General Notes/Instructions

- Background: The online system was implemented in Spring/Summer 2023 and replaces the previous email and OnBase system.
- System Link and Information: System users can log into the online system directly at: <https://www.gvsu.edu/hlc/fqa/>
 - o All faculty and staff should have access to the system, but their view would be limited to any forms related directly to them.
 - o Unit heads and their designees can view forms within their units
 - o Deans and their designees can view forms within their colleges.
- Resources:
 - o [Full Grand Valley FQA guidelines on the Office of the Provost website](#)
 - o [FQA quick guide and commonly discussed topics and examples](#)
(faculty/staff log in required)
- Questions: Any questions about the online system or FQAs in general can be directed to the Assessment and Accreditation Specialist, Phuong Vo (votru@gvsu.edu), in the Office of the Provost.

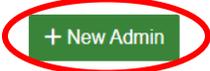
Adding and Managing Users

- Faculty/Staff involved with the FQA process have been added to the online system and are updated each semester.
 - o Personnel completing FQA documents for each college can be added to the online system with the “Dean” or “Unit Head” role as designees so that they can review/approve FQA forms per your college’s needs and processes.
- As changes can occur at any time within units and colleges, current system users can add/remove other users as deemed appropriate for their unit/college by clicking on the “Manage Admins” tab on the top and then clicking on the “+ New Admin” button (see below).



Faculty Qualifications Assurance Applications **Manage Admins** Colleges Academic Units Reports

Administrators



Filter:

[Filter](#) or [clear](#)

- o After entering username, email, and network ID, you will be able to enter a role for the user (e.g., unit head, dean, etc.) and assign them to their respective unit and college.

Add Role for Ruth Yeboah

Role:*

[Submit](#) [Cancel](#)

Starting/Submitting a New FQA Application

- Upon logging into the system, the default page you will be directed to is the “Applications” page. This page shows all the applications with which you are involved.
- You can search and/or filter the applications by step, status, college, etc.
- To start a new FQA, click on the “+ New Application” button.

gvsu.edu/hlc/fqa/list.htm

GRAND VALLEY STATE UNIVERSITY

Faculty Qualifications Assurance Applications Manage Admins Colleges Academic Units Reports Welcome

Applications

+ New Application

Search: [] Step: [All Steps] Status: [All Statuses] Filter: [Active]

College: [All Colleges] Academic Unit: [All Units] OnBase Status: [Any status] [Filter](#) or [clear](#)

- A fillable form will populate. Anything that has a red asterisk next to it is required information.
 - o If a faculty member will be teaching in different units/colleges, a separate FQA submission is needed for each unit/college to ensure that we receive the appropriate Unit Head and/or Dean signatures and that the forms get routed to the correct individuals.
 - o If you need examples or policy language when completing the form, you can click on the blue text (e.g., “View example”) and more detailed information will be displayed directly on the form.

Course Information

Faculty member will teach at the following course levels:*

Bachelor's

Master's

Doctoral

Faculty member will teach the following course(s) (include all expected or anticipated courses):*

A faculty member is qualified to teach independent study (X99) or special topics (X80) courses related to their qualifications as described in this form, however such courses are not indicated here. [View example](#)

- Uploading documents: Although the form only lists .pdf as an acceptable file extension, Word documents can also be attached and uploaded without issue.
 - *A note on transcripts: In January 2025, a policy change allowed the acceptance of unofficial transcripts for GVSU degrees. However, those **transcripts must still come from the faculty member and/or the hiring unit**, as the Office of the Provost does not have the ability/authority to pull transcripts.
 - If a faculty member does have a previously approved FQA form, re-uploading a transcript is not needed for a new FQA form unless the addition of courses necessitates an updated transcript (e.g., recently obtained a Ph.D. and adding master's level courses to teaching roster).
 - Check with the Assessment and Accreditation Specialist (votru@gvsu.edu) if you need to verify the existence of transcripts.
- Submitting the form: Users can either “submit” the form when ready or “save and close” to return to later.
 - Upon submission, the form will route to the “Unit Head/Unit Head’s Designee” and then to the “Dean of College/Dean’s Designee,” as selected in the form, and finally to the “Provost” (represented by the Assessment and Accreditation Specialist) for approval.
 - Different from the previous PDF form, faculty signature is not needed for the online form.
 - If there are any questions regarding the forms/documentation along the approval route, the individual next in line for approval can request changes, at which point, the form will be returned to the most recent individual in the approval queue to fix/answer accordingly. An email notification will be sent from the system if a form has been returned.
 - Once changes have been made, the form can be sent back through the approval queue.
 - When the final approval (at the provost level) is complete, all individuals involved in the application queue will be notified accordingly. This concludes the FQA process for the new faculty member.
 - **Note that the system automatically sends reminders to admins with applications that have had a “pending” status for at least 2 weeks and will repeat every 2 weeks until the respective pending forms have been resolved.

Creating an Addendum to an Existing FQA

In March 2025, an update was made to enable addendums to be added to existing FQAs within the online system.

- **Note that this does not apply to FQAs that were previously in OnBase. If you need to update an FQA for a faculty member previously added the OnBase system, you will need to create a new application for this faculty member, but to help in this process, previously submitted materials can be requested by contacting the Assessment and Accreditation Specialist (votru@gvsu.edu).*
- To add an addendum, use the search function to look up the respective faculty member and then click on the blue pencil icon under the “Manage” column on the right side to enter the form.
- At the top of the form, you will see a green “Create Addendum” button – clicking on this button will populate a “clone” of the previously approved FQA.
 - o However, the Position Title, College, and Academic Unit will need to be re-selected, as these may change over time, and will be important for the system to know where to route the addendum for approval.
 - o You can then add additional courses and justification as needed via the text boxes in the form.
 - o The “Documents” section will show previously uploaded CVs/resumes and transcripts. Additional documents may be added if needed.
 - o Like the original form, users can either “submit” the form when ready or “save and close” to return to later.
- Multiple addendums can be added to an FQA form for any faculty member, but only the most recent addendum will have the “Create Addendum” button. Thus, when creating an addendum, remember to select the most recent form for the respective faculty member from the main list. Alternatively, when you select any form (i.e., original FQA or addendum), you should be able to view all forms for that faculty member by selecting the “view” links at the top (see differences below).

Faculty Qualifications Assurance

Status: Approved - Provost

- Original Application - [view](#)
- Addendum 1 - [view](#)
- Addendum 2 - currently viewing

Create Addendum

The most recently approved addendum will have the “Create Addendum” button displayed.

Faculty Member's Information

Faculty Qualifications Assurance

Status: Approved - Provost

- Original Application - [view](#)
- Addendum 1 - currently viewing
- Addendum 2 - [view](#)

Faculty Member's Information

First Name of Faculty Member:*

Users can switch between viewing the various iterations of the FQA – notice that since we are viewing Addendum 1 in this instance, the green button to create an addendum is not available. We would need to switch to Addendum 2 (most recent) to create another addendum.