

XFCR: How to Run a Faculty Credentials

This process enables you to create a variety of Faculty Credential Reports related to one or more academic terms. Fill in the fields as shown below.

The screenshot shows the 'XFCR-Faculty Credential Reporting' web application. At the top, it displays 'Job ID: XFCR_TROGAL_28137_13724' and a prompt 'Please enter selection criteria'. Below this are several input fields with callout boxes:

- Optional SAVED LIST**: A dropdown menu currently set to '<none>'. Callout: 'Optional SAVED LIST <none>'.
- ACADEMIC TERM**: A required field with a dropdown menu set to '05/SU'. Callout: 'Enter the year/term'.
- CAMPUS**: A dropdown menu with options '(0-District, 1-Dale Mabry, 2-Ybor, 3-Plant, 4-Brandon)' and a dropdown set to '4'. Callout: 'Enter the campus number here'.
- ADMINISTRATIVE DEPT**: A dropdown menu set to '<all>'. Callout: '**Enter the administrative department(s) number as provided on the Appendix at the end of this document.'.
- INSTRUCTIONAL DEPT**: A dropdown menu set to '1607'. Callout: '**Enter the instructional department(s) number as provided on the Appendix at the end of this document.'.
- Course SUBJECT prefix**: A dropdown menu set to '<all>'. Callout: 'Enter the SUBJECT (course prefix)'.
- CONTRACT TYPE**: A dropdown menu with options '(F-fulltime, P-parttime, B-FP, M-missing)' and a dropdown set to '<all>'. Callout: 'Enter the codes in these fields as specified'.
- TRANSFERABILITY status**: A dropdown menu with options '(T-trans, N-nontrans, B-TN, M-missing)' and a dropdown set to '<all>'. Callout: 'Enter the codes in these fields as specified'.
- CREDENTIALS**: A dropdown menu with options '(Q-qualifier, G-grad hrs, U-ug hrs, P-masters+30)' and a dropdown set to '<highest>'. Callout: 'Enter the codes in these fields as specified'.

At the bottom of the form, there is a 'Control' field with the value 'No Values'.

FIELD NAME	DESCRIPTION/REQUIRED ENTRY
SAVED LIST (optional)	Allows you to use an existing saved list of COURSE.SEC.FACULTY records for the Faculty Credential reports.
ACADEMIC TERM	Requires you to specify at least one or more academic terms. If you do not fill in at least one of these boxes, the report will be blank.
CAMPUS	Enables you to specify a single campus that you want selected; if blank, all campuses are selected.
ADMINISTRATIVE DEPT	Enables you to specify a list of administrative departments that you want selected; if blank, all administrative departments are selected.
INSTRUCTIONAL DEPT	Enables you to specify a list of academic departments that you want selected; if blank, all departments are selected.
Course SUBJECT prefix	Enables you to specify a list of course subjects that you want selected; if blank, all course subjects are selected.
CONTRACT TYPE	Enables you to specify whether you want full-time contracts only, part-time contracts only, both full-time and part-time contracts, missing contracts only, or all contracts selected. If blank, faculty members with all contract types are selected.

TRANSFERABILITY status	Enables you to specify whether you want transferable courses only, non-transferable course only, both transferable and non-transferable courses, only those courses with missing transferability status, or all courses selected; if blank, all courses are selected.
CREDENTIALS	Enables you to specify whether you want reported: 1.) only the highest degree; 2.) the highest degree and other qualifying credentials; 3.) the highest degree, any other qualifying credentials, and any non-degree graduate preparation hours; 4.) the highest degree, any other qualifying credentials, any non-degree graduate preparation hours, and any non-degree undergraduate hours; or 5.) the highest degree, any other qualifying credentials, any non-degree graduate preparation hours, and any non-degree undergraduate hours, and any Master-plus-30 hours. If this field is left blank, only the highest degree is reported.

**** Note: When entering the Administrative and Instructional Departments and Course Subject Prefixes, make sure they match or the report will be blank (Example: Computer & Information Science – 1607, but if you enter 1607 and the MAT subject prefix, the report will be blank) It is NOT necessary to enter a value in each of these fields.****

***** Note: These reports are sorted by campus location, then by administrative department, next by academic department, then by faculty member name, and finally by course designation.**

After all the pertinent information has been entered, click on the Save (disk icon) pictured below.

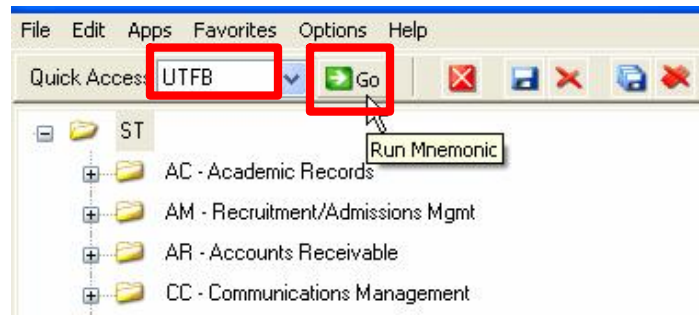


An Alert dialog box will display to ask if you would like to proceed. Click the Update button as pictured below.

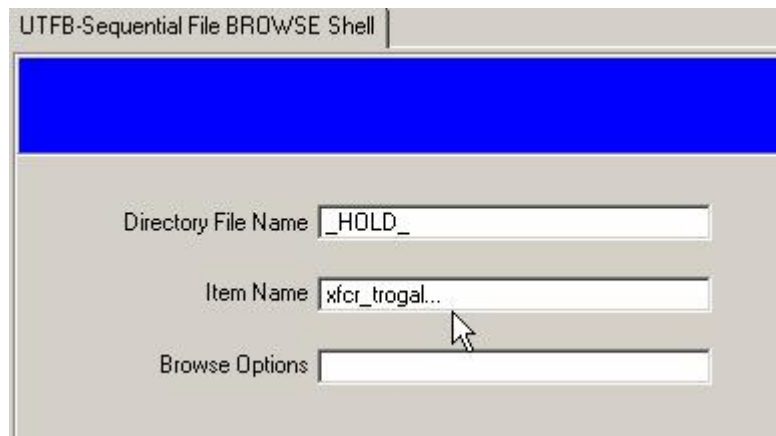


WAIT! The computer will work in the background until it completes the task. You will know when to get the report when the main menu screen displays.

Once this menu appears, enter the Mnemonic (Quick Access) <**UTFB**> and then click the green Go button to continue.

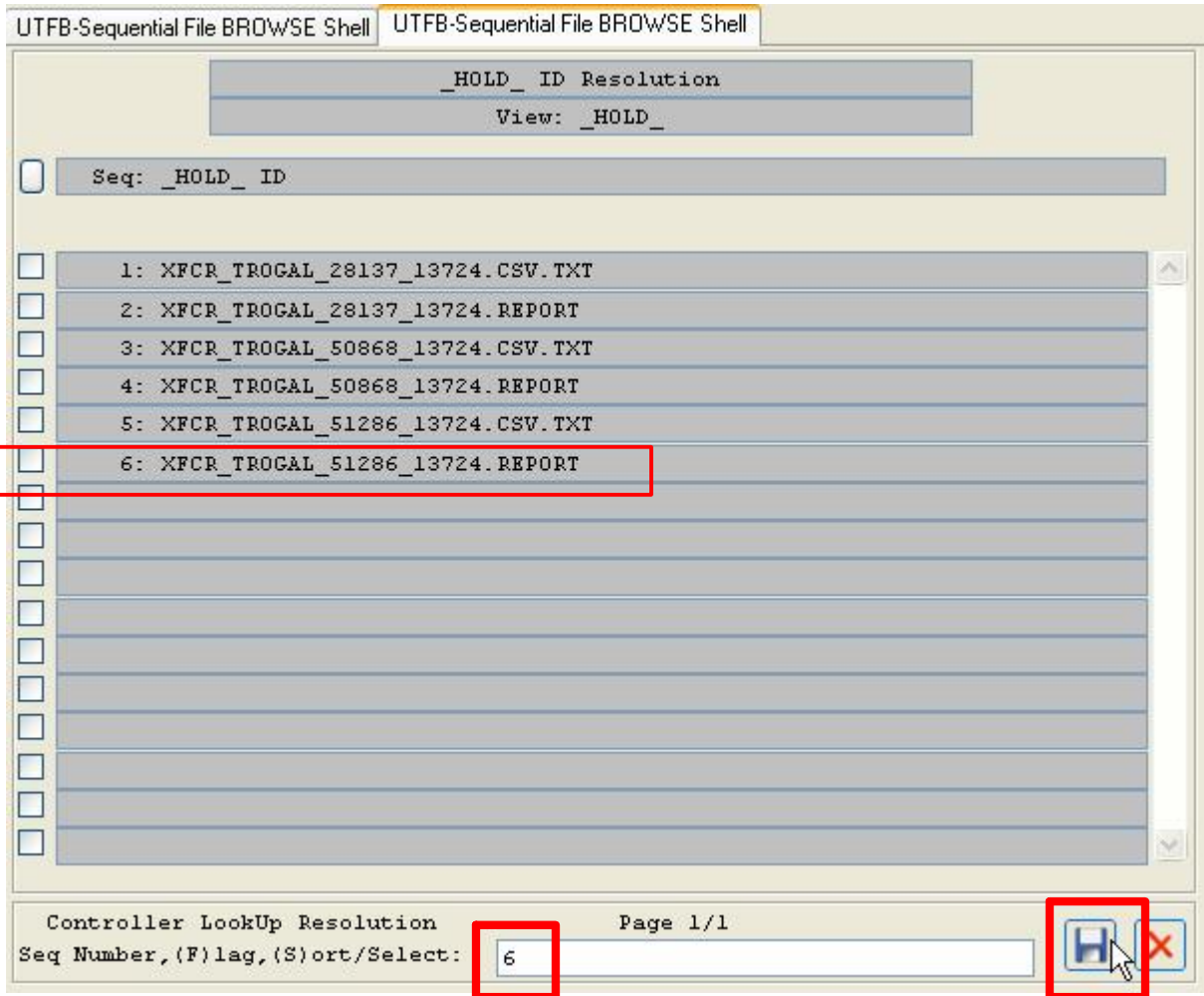


A window with several text boxes displays asking for the **Directory File Name**. Enter “_HOLD_” (without the quotes).



The **Item Name** will always begin with the process name XFCR. After that, enter an underscore, your login name and an ellipses (Example: XFCR_TROGAL...) Press the enter key on your keyboard and you will be given a list of matching possibilities. This way, you will minimize the amount of reports you see at one time.

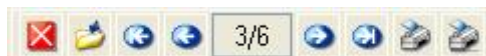
The **UTFB Resolution screen** displays (as shown on the following page). You can choose the report format which displays on your screen or the .csv (comma separated values) file that can be sorted and managed in Excel.



Enter the number of the report you need, or click on the box to the left of the report number. Press the Enter key on your keyboard or click on the blue disk icon as pictured above. An Alert box will appear. Click the Update button to continue.



The report will be displayed on your screen after a few moments. You will note that it may or may not have more than one page and can be printed by clicking on the printer icon shown below



A sample page of the newly created report is shown on the following page.

Here is a sample screenshot of part of the report used as an example

ROSTER OF INSTRUCTIONAL STAFF

Name of Institution:	Hillsborough Community College		Campus Location:	Brandon Campus (40)
Academic Department/School:	Computer & Information Science (1607)	Admin. Dept.:	Associate in Science Ofc -Br (A4300)	
Academic Term(s):	05/SU	Date Form Completed:	07--	
Faculty Member ID	FT/PT Pri.Pos.	Course Assignment Position	T/W	Academic Credential and Major Institution Granting Credential
OST2742		Word Processing II	(T)	
FPNC0009				
OST2743		Word Processing III	(T)	
FPNC0009				
Courtney, Kevin F 0002570	(FT) FFC30087	COP2800 JAVA Programming FPNC0009	(N)	Master's Degree in Business: General Description Florida Institute of Technology (0005580)
GIDDONS, IAN 0557083	(PT) FPNC0009	COS1000 Intro to Computers & Tech FPNC0009	(T)	Master's Degree in Education: Technology & Media Teachers College of Columbia University (0006903)
Kenney, David A 0537521	(PT) FPNC0009	COS1000 Intro to Computers & Tech FPNC0009	(T)	Master's Degree in Computer Information Systems University of Phoenix - Student RECS (0008604)
Leake, James R 0557423	(FT) FFC20052	COS1000 Intro to Computers & Tech FPNC0009	(T)	Master's Degree in Computer Engineering Technology Nova University (0123389)
		CIS1354 Intro to Network Security FPNC0009	(T)	
		COP2823 Graphics Dsgn Mltmedia/Intrnet FPNC0009	(N)	

Appendix - Valid Department IDs

Dept. ID	Dept Description	Dept. ID	Dept Description
ADMINISTRATIVE DEPARTMENTS			
A1200	Associate in Arts Ofc -DM	3100M	Compensatory Education-Math
A1300	Associate in Science -DM	1607	Computer & Information Science
A1400	Health Sciences Office	2610	Construction & Maintenance
A1500	Math & Science Ofc -DM	4170	Consumer Economics Problems
A2200	Academic Affairs Office -YB	2611	Custodial Services
A2300	Police Academy-YB	2301	Dental
A3200	Academic Affairs -PC	2612	Diesel Mechanic
A3300	Environmental & Tech Programs	2613	Drafting & Design
A4200	Academic Affairs Office -Br	1408	Education
A4300	Associate in Science Ofc -Br	2703	Education (Teacher Aide)
ACAPG	Academic Programs	2614	Electronics
INSTRUCTIONAL DEPARTMENTS			
2501	Accounting	2615	Electronics
1617S	Accounting-Statistics	1109	Engineering
3210	Adult Basic Education	4110	Environmental Problems
3220	Adult General Education	2307	Environmental Science
2201	Advertising Services	2616	Fabric Maintenance Services
2103	Agriculture Mechanics	2503	Filing & Gen Office Clerical
2101	Agriculture Prod & Process	2204	Finance & Credit
2104	Agriculture Products	1210	Fine & Applied Arts
2106	Agriculture Resources	1210D	Fine & Applied Arts - Dance
2102	Agriculture Supplies/Services	1210A	Fine & Applied Arts (Art)
2601	Air Cond & Environmental Cont	1210M	Fine & Applied Arts (Music)
2202	Apparel & Accessories	1210T	Fine & Applied Arts (Theatre)
2602	Appliance Repair	2701	Fire Science
1102	Architecture & Environ Design	2205	Floristry
1703	Area Studies	2206	Food Distribution
2705	Audio-Visual (Multi-Media)	2207	Food Service
2203	Automotive (Sales)	1311	Foreign Languages
2603	Automotive Services	1311F	Foreign Languages-French
2604	Aviation	1311G	Foreign Languages-German
1104	Biological Science	1311I	Foreign Languages-Italian
1806B	Broadcasting	1311S	Foreign Languages-Spanish
1505	Business & Management	2617	Foremanship, Super & Mgmt
2502	Business Data Process Systems	2107	Forestry
4900	Business Institute	1900	General Degree Transfer
2606	Business Machine Maintenance	2208	General Merchandise
4160	Child Rearing Problems	4150	Governmental Problems
4100	Citizenship Problems	2619	Graphic Arts
2608	Comm Fishery & Oceanographic	2209	Hardware & Equipment
2607	Commercial Art	2399	Health Occupation Ed - Other
2609	Commercial Photography	4120	Health Problems
1806	Communications	1112	Health Professions
1806S	Communications-Speech	3240	High School Com for Adults
3100S	Compensatory Ed-ESL	1813	Home Economics
3100R	Compensatory Ed-Prep Read	2403	Home Economics (Supp Vocatn)
3100E	Compensatory Ed-Prep Write	2210	Home Furnishings
3100	Compensatory Education	2401	Homemaking
		2211	Hotel & Lodging
Dept. ID	Dept Description	Dept. ID	Dept Description

4140	<i>Human Relations Problems</i>	1119	<i>Physical Sciences</i>
2620	<i>Industrial Atomic Energy</i>	2627	<i>Plastics</i>
2504	<i>Information Communication</i>	3250	<i>Preparation for GED</i>
2621	<i>Instrument Maint & Repair</i>	1720	<i>Psychology</i>
2213	<i>Insurance</i>	1720P	<i>Psychology</i>
1849	<i>Interdisciplinary</i>	1720F	<i>Psychology-Feminine</i>
2214	<i>International Trade</i>	1720S	<i>Psychology-Social</i>
1814	<i>Law</i>	1720M	<i>Psychology-Statistics</i>
2702	<i>Law Enforcement</i>	1720C	<i>Psychology-Student Life Skills</i>
2634	<i>Leatherworking</i>	2708	<i>Public Administration</i>
1315	<i>Letters</i>	1821	<i>Public Affairs</i>
1315R	<i>Letters-College Reading</i>	2629	<i>Quantity Food</i>
1315E	<i>Letters-English</i>	2305	<i>Radiologic</i>
1315N	<i>Letters-ENS</i>	2217	<i>Real Estate</i>
1315F	<i>Letters-Intro to Film</i>	2706	<i>Recreation</i>
1315L	<i>Letters-Literature</i>	4200	<i>Recreation & Leisure Time Inst</i>
1315P	<i>Letters-Philosophy</i>	2218	<i>Recreation & Tourism</i>
1315S	<i>Letters-Religious Studies</i>	2304	<i>Rehabilitation</i>
2704	<i>Library</i>	2710	<i>Resource Management</i>
1816	<i>Library Science</i>	2220	<i>Retail Trade</i>
3300	<i>Life Long Learning</i>	4130	<i>Safety Problems</i>
3230	<i>Literacy</i>	2631	<i>Small Engine Repair</i>
2622	<i>Maritime Occupations</i>	1722	<i>Social Sciences</i>
2212	<i>Marketing & Distribution</i>	1722A	<i>Social Sciences-Anthropology</i>
2505	<i>Materials Support</i>	1722B	<i>Social Sciences-Black Studies</i>
1617	<i>Mathematics</i>	1722P	<i>Social Sciences-Ed Psych</i>
2302	<i>Medical Laboratory Tech</i>	1722G	<i>Social Sciences-Government</i>
2308	<i>Mental Health</i>	1722H	<i>Social Sciences-History</i>
2623	<i>Metal Working</i>	1722I	<i>Social Sciences-Political</i>
2624	<i>Metallurgy</i>	1722S	<i>Social Sciences-Sociology</i>
1818	<i>Military Science</i>	2707	<i>Social Service (Work)</i>
2309	<i>Miscellaneous Health</i>	2632	<i>Stationary Energy Sources</i>
2711	<i>Music, Dance & Theatre</i>	2507	<i>Stenographic & Secretarial</i>
2303	<i>Nursing</i>	2508	<i>Supervisory & Admin Mgmnt</i>
2402	<i>Occupational Preparation</i>	2633	<i>Textile Prod & Fabrication</i>
2306	<i>Ophthalmic</i>	1823	<i>Theology</i>
2105	<i>Ornamental Horticulture</i>	2699	<i>Trade & Industrial, Other</i>
2199	<i>Other Agricultural</i>	2219	<i>Transportation</i>
2299	<i>Other Distributive</i>	2509	<i>Typing</i>
2625	<i>Other Engineering Related Tech</i>	2635	<i>Upholstering</i>
2215	<i>Personal Services</i>	2709	<i>Urban & Comm Devel Services</i>
2626	<i>Personal Services</i>	2231	<i>Wholesale Trade</i>
2506	<i>Personnel & Training</i>	2636	<i>Woodworking Occupations</i>
2216	<i>Petroleum</i>		