

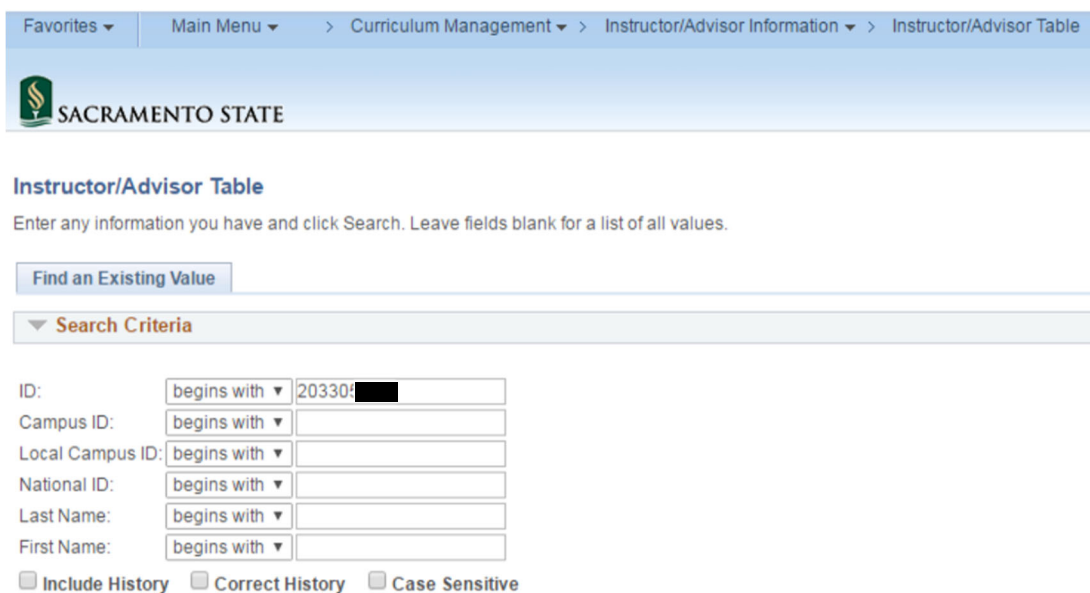
## Instructor Advisor Table Information Process

The Department Schedulers should be able to add the new faculty members to the Instructor Advisor Table as long as they have an EmplID (obtained after HR enters the faculty in CMS). The Instructor Advisor Table can be updated without the need for an approved contract in the system.

For returning Faculty members, there is no need for any change as long as they are already in the Instructor/Advisor Table and provided they are returning to the same department.

## How to add new faculty to the Instructor Advisor table

### 1. Search using the EmplID



The screenshot shows the navigation path: Favorites > Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table. Below the navigation is the Sacramento State logo and the title "Instructor/Advisor Table". A search instruction reads: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". Below this is a "Search Criteria" section with several input fields:

ID:	begins with ▼	20330: [REDACTED]
Campus ID:	begins with ▼	
Local Campus ID:	begins with ▼	
National ID:	begins with ▼	
Last Name:	begins with ▼	
First Name:	begins with ▼	

At the bottom of the search criteria section are three checkboxes:  Include History,  Correct History, and  Case Sensitive.

2. Fill in the fields that are highlighted on the first tab as shown below. Instructor Type indicates what type of faculty/staff this person is (i.e. Lecturer, Teaching Assistant, Associate Professor, etc.). Primary Acad Org should indicate the department this staff/faculty belongs to.

If the faculty is also an advisor, advising functionality can be enabled by checking the Advisor checkbox and by adding the necessary Academic Career information into the Instructor/Advisor Role table located at the bottom of the first tab.

The effective date is usually dependent on the term the instructor is starting. The default dates for each semester are:

- a. Fall Semester: 08/01/YYYY
- b. Spring Semester: 01/15/YYYY
- c. Summer Semester: 06/01/YYYY

Instructor/Advisor Table | **Approved Courses**

[REDACTED]
[REDACTED]
★

**Instructor Details** Find | View All First 1 of 1 Last

\*Effective Date: 01/15/2016 \*Status: Active

\*Instructor Type: **Lecturer**  **Advisor**

\*Academic Institution: SACST Sacramento State

\*Primary Acad Org: **305** Geography

\*Instructor Available: Available

**Instructor/Advisor Role** Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment:

\*Academic Career:

Academic Program:

Academic Plan:

Academic Sub-Plan:

- The Approved Courses tab indicates which Org's Sections an instructor can be assigned to. Only by entering the appropriate org code in the red box shown below will an instructor be assignable to sections in that Org (changing the Primary Acad Org on the first tab will not enable assignments to that org). Staff/Faculty can have multiple orgs listed in their Approved Courses tab, and new rows can be added using the + button.

Instructor/Advisor Table | **Approved Courses**

[REDACTED]
[REDACTED]
★

**Instructor Details** Find | View All First 1 of 1 Last

Effective Date: 01/15/2016 Status: Active

Instructor Type: Lecturer  **Advisor**

Academic Institution: SACST Sacramento State

Primary Acad Org: 305 Geography

**Course Description** Personalize | Find |  |  First 1 of 1 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1	<b>305</b>					

- Save.

## How to add new Department to an existing Instructor

1. Search using the EmplID or the Instructor's Name

### Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

ID begins with

Campus ID begins with

Local Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Include History  Correct History  Case Sensitive

2. Add a new row by clicking the Plus sign on the Instructor/Advisor Table tab

**Instructor/Advisor Table** | **Approved Courses**

**Instructor Details** Find | View 1 First 1-2 of 2 Last

\*Effective Date 08/01/2020 \*Status Active **+ -**

\*Instructor Type Lecturer  Advisor

\*Academic Institution SACST Sacramento State

\*Primary Acad Org 634 Rec, Parks, & Tourism Adm **←**

\*Instructor Available Available

**Instructor/Advisor Role** Find | View All First 1 of 1 Last

Advisor Number 1 Percent of Appointment **+ -**

\*Academic Career

Academic Program

Academic Plan

Academic Sub-Plan

3. Fill in the fields that are highlighted on the first tab as shown below. The effective date is dependent on the term this change should take place. Here are the default dates for each semester:
  - a. Fall Semester: 08/01/YYYY
  - b. Spring Semester: 01/15/YYYY
  - c. Summer Semester: 06/01/YYYY
4. Do not change the Primary Acad Org in the Instructor Advisor Table. This field indicates which department the staff/faculty belongs to.
5. On the approved courses tab, add a new line with the + button, and add the additional Acad Org to the appropriate field shown below.

Instructor/Advisor Table | **Approved Courses**

[REDACTED]
[REDACTED]
★
📄

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**Instructor Details** Find | View 1 First 1-2 of 2 Last

Effective Date 08/01/2020      Status: Active  
 Instructor Type: Lecturer       Advisor

Academic Institution SACST      Sacramento State  
 Primary Acad Org 634      Rec, Parks, & Tourism Adm

**Course Description** Personalize | Find | 📄 | 📅 First 1-2 of 2 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus	
1	634						+ -
2	349						+ -

6. Save.

If you are experiencing any difficulties adding faculty to the Instructor/Advisor Table, please contact the Registrar's Office.