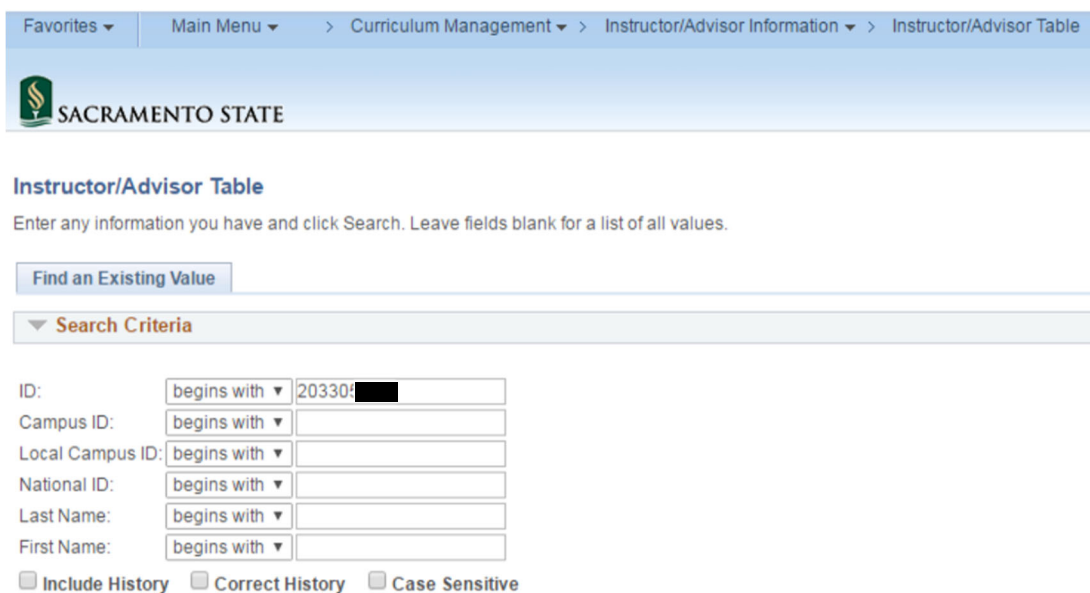# Instructor Advisor Table Information Process

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 <u>without</u> 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

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

3. 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 to 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.

4. 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

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.

6. Save.

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