ADD FACULTY/TA INFORMATION

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REVISION HISTORY

Version	Date	Name	Description
Update	8/11/2016	M Stewart	Add step – how to add "The Staff" when instructor is TBD
Update	6/27/2018	M Krieger	Updated to Banner 9.3

INTRODUCTION AND PURPOSE

To attach/assign a faculty member to a course offering/section.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

It is the responsibility of the academic department to attach faculty and teaching assistants (TAs) to their department's course sections. Faculty and TAs are to be added in Banner to the section(s) they are teaching by the end of the third week of the quarter in question. If a **new faculty or TA**, the academic department needs to submit a Workfront request to Academic Scheduling requesting the faculty or TA be added to the Banner faculty profile- Please see **Procedures for Requesting Faculty/TA Add or Update.**

For a faculty member to be able to grade, they must have a rank approved for submitting grades. This approval is granted by the Academic Senate. If a faculty has a rank not approved to submit grades, and the Academic Senate does not approve the rank to submit grades, another faculty with a rank that can submit grades needs to be attached to the course section (e.g., the department Chair).

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Office of the Registrar – Academic Scheduling
2. Academic Departments
3. College Offices

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

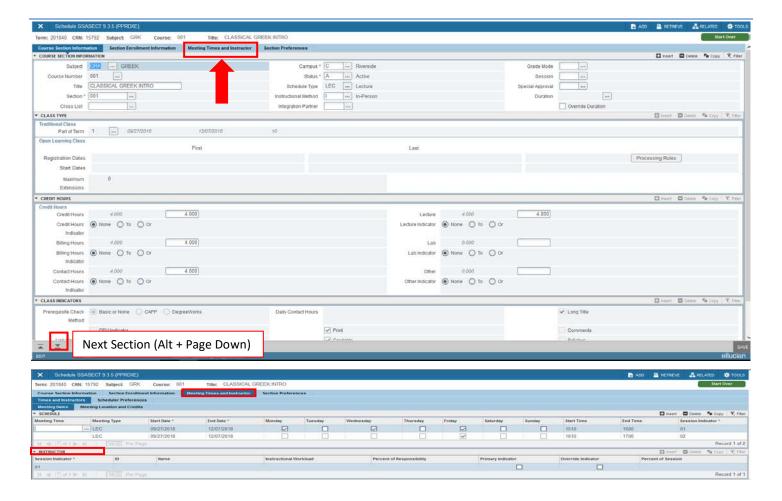| Page	Page Name	Description
SSASECT	Schedule	Create or display sections for the courses that were created in the Course Catalog.
SIAIQRY	Faculty/Advisor Query	Search for available instructors.
SIAINST	Faculty/Advisor Information	Authorize and activate instructors prior to assigning them to a section.
SIAASGQ	Faculty Schedule Query	Search faculty schedule and look for instructor schedule conflict.

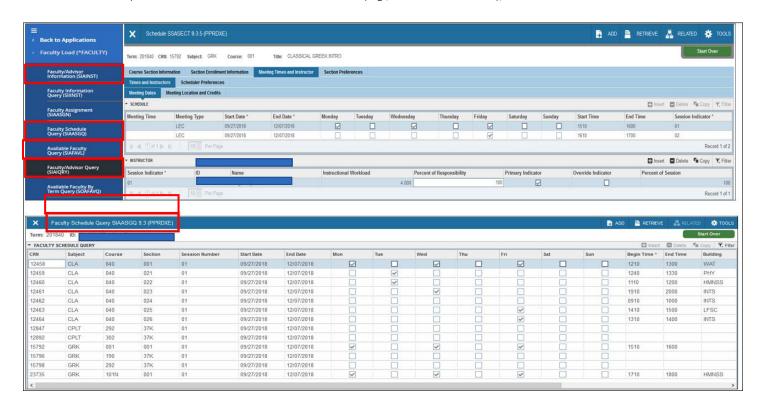| STVRDEF	Building/Room Attributes Validation	To look up Room Attribute Code

PROCEDURES

PREPARATION

1. Go to **SSASECT (Scheduling)**.
2. Enter: **Term** and **CRN** number of the desired course section and click **Go**.
3. Go to **Meeting Times and Instructor** tab

Next Section (Alt + Page Down)

ADDING A FACULTY

1. In the **Meeting Times and Instructor** window, click on the **Instructor** block on the first line and click **Insert**.
2. Place cursor in **ID** field and enter the Instructor's Banner ID (must begin with 86).
3. If you don't know the Banner ID, click the LOV button [---] (List of Values) button. This will bring up **SIAQRY (Faculty/Advisor Query)** to search for available instructors. All instructors must first be defined in **SIAINST (Faculty/Advisor Information)**, or they cannot be assigned to a section.
4. **Select the desired Instructor,** click **Save.** **Instructional Workload** will auto fill. **Percent of Responsibility** and **Percent of Session** will auto fill to 100.

5. **Primary Indicator** - default is checked.
    a. If more than one instructor is listed; the instructor in charge should be set as primary.
6. **Override Indicator** – default is unchecked.
    a. If you receive an "*instructor schedule conflict*" error message, you can query the faculty schedule by choosing **SIAASGQ** (**Faculty Schedule Query**) in Applications.
    b. If you want to override the instructor conflict (e.g., **cross-listed courses**), check the **Override Indicator** box.

ADDING INSTRUCTOR TO A CROSS-LISTED COURSE

7. When adding an instructor to a cross-listed course, you may receive an "*instructor schedule conflict*" error message.
8. If you want to override the instructor conflict, check the **Override Indicator** box.
    a. **Percent of Session** will auto fill to 100.
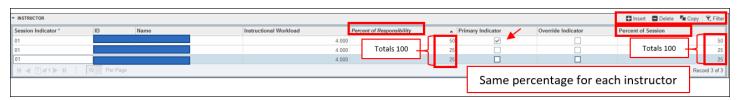
ASSIGNED INSTRUCTOR HAS NOT BEEN DETERMINED

9. If assigned instructor has not been determined, use the default entry **The Staff**.
10. On the first row in the Instructor section, enter **01** under **Session Indicator**.
11. In the ID field, enter **861250753** (**The Staff**) and Tab. The rest of the fields should automatically populate with data.
12. Since **The Staff** is used on multiple course sections, clicking Save at this point will result in an instructor conflict error message. Click the **Override Indicator** box to prevent this error.
13. Save.

ADDING MORE THAN ONE FACULTY – TA AND FACULTY

14. If a teaching assistant (TA) needs to be associated with a section along with the faculty member, follow steps 1-11 to add TA.
15. Click the Insert Record button ⊞ Insert to add the faculty member.
16. Adjust the percent of responsibility and session.
    a. On a unit-bearing section(Primary), the faculty member will typically be listed with 100 **Percent of Responsibility** and **Percent of Session**, and the TA will be listed with 0 **Percent of Responsibility** and **Percent of Session**.
    b. On a non-unit-bearing section (Secondary), the TA will typically be listed with 100 **Percent of Responsibility** and **Percent of Session**, and the faculty member will be listed with 0 **Percent of Responsibility** and **Percent of Session**.
17. For a unit-bearing section:
    a. Check the **Primary Indicator box** on the **faculty line** and the **Override Indicator box** on the **TA line**.
18. For a non-unit-bearing section:
    a. Check the **Primary Indicator box** on the **TA line** and the **Override Indicator box** on the **faculty line**.
19. Save.

ADDING MORE THAN ONE FACULTY – MULTIPLE TA'S AND FACULTY

20. When adding more instructors, be sure that the **Percent of Responsibility** and **Percent of Session** totals 100 for the two (or more instructors) and is the same percentage for each instructor.
21. Save.