

## How to add Faculty information

### APPROVAL HISTORY

<b>Approving Party</b>	<b>Version Approved</b>	<b>Date</b>
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### REVISION HISTORY

<b>Version Number</b>	<b>Date</b>	<b>Description</b>	<b>Revised By</b>
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#### Proposed Training Methodology and Delivery.

Both online and in-person formats will be beneficial for users to receive for the same procedure. The online format allows the user to go at their own pace, write notes and questions, and absorb it without distractions. The in-person training will allow the user to ask questions, hear an explanation for why the procedures were written a certain way, receive tips and avoid pitfalls, and hear others' questions in the group. In person training allows a broader narrative of the background, context, and explanation to be shared by the trainer. The online training precedes the in-person training.

#### **Purpose**

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

#### **Related Policies and Regulations**

Policies regarding who may teach courses is found in the Regulations of the Academic Senate, Title 3, Chapter 3, Article 750: <http://senate.universityofcalifornia.edu/manual/rpart3.htm>.

## Impacted Departments

1. Registrar's office
2. Academic department
3. College offices

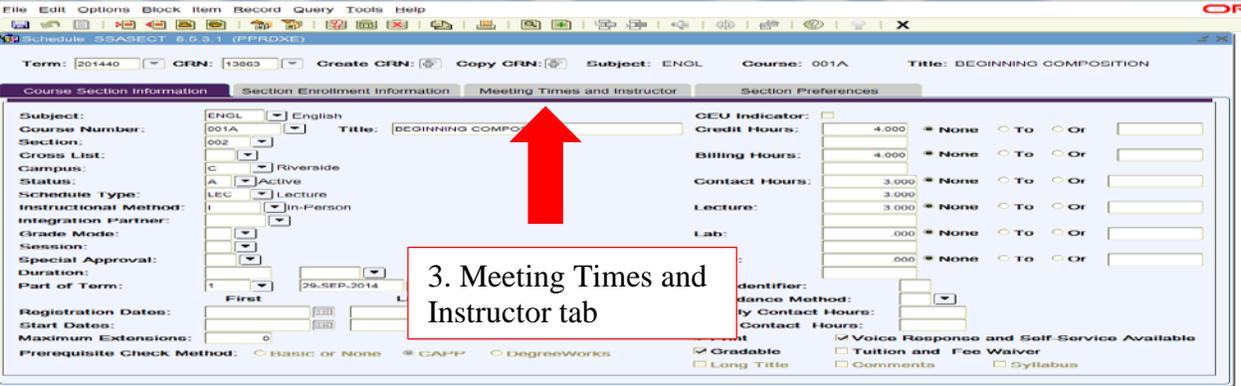
## Procedures

1. In SSASECT pull up the desired section

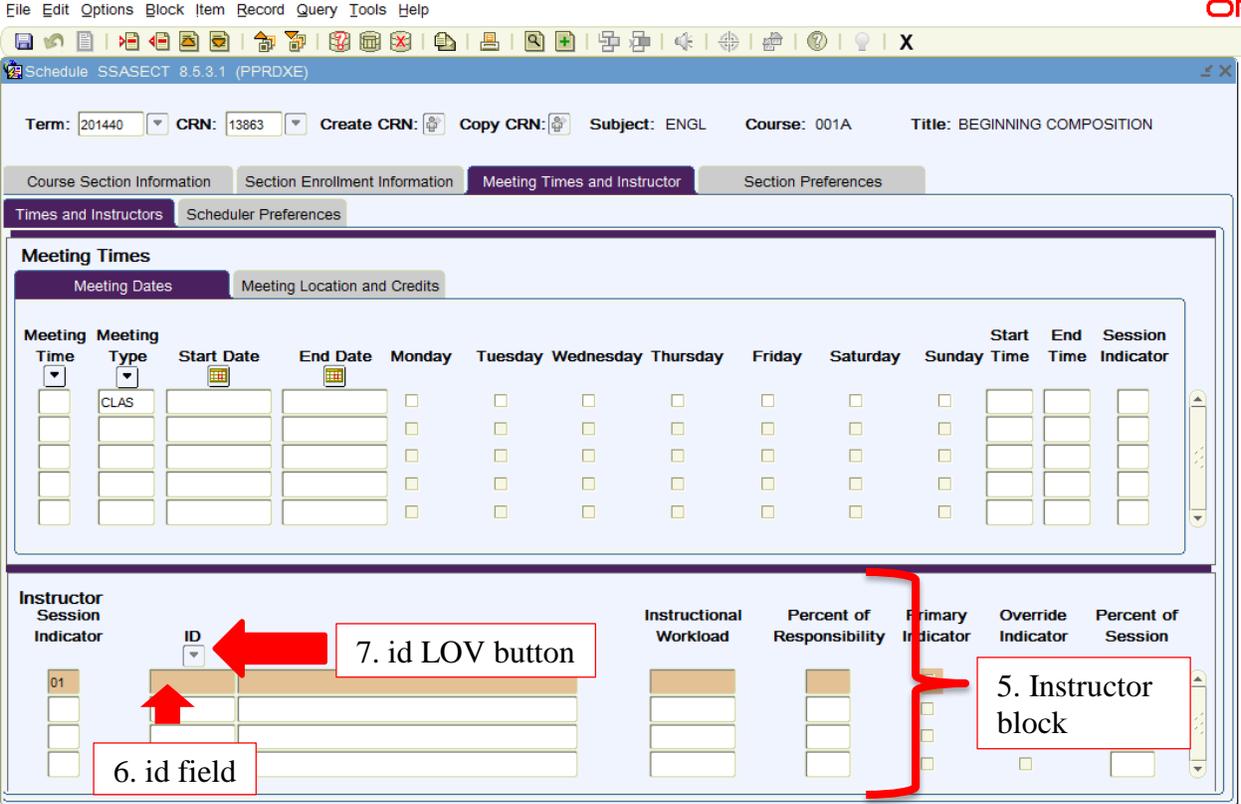
The screenshot displays the SSASECT 8.5.3.1 (PPRDXE) web application interface. The top navigation bar includes 'File Edit Options Block Item Record Query Tools Help'. The main content area is titled 'Section Preferences' and contains the following fields and options:

- Subject:** ENGL (English)
- Course Number:** 001A
- Title:** BEGINNING COMPOSITION
- Section:** 002
- Cross List:** [Empty]
- Campus:** C (Riverside)
- Status:** A (Active)
- Schedule Type:** LEC (Lecture)
- Instructional Method:** I (In-Person)
- Integration Partner:** [Empty]
- Grade Mode:** [Empty]
- Session:** [Empty]
- Special Approval:** [Empty]
- Duration:** [Empty]
- Part of Term:** 1 (First) | 29-SEP-2014 (Last) | 19-DEC-2014 | 10
- Registration Dates:** [Empty]
- Start Dates:** [Empty]
- Maximum Extensions:** 0
- Prerequisite Check Method:** Basic or None (radio), CAPP (radio), DegreeWorks (radio)
- CEU Indicator:** [Empty]
- Credit Hours:** 4.000 (radio) None (radio) To (radio) Or (radio) [Empty]
- Billing Hours:** 4.000 (radio) None (radio) To (radio) Or (radio) [Empty]
- Contact Hours:** 3.000 (radio) None (radio) To (radio) Or (radio) [Empty]
- Lecture:** 3.000 (radio) None (radio) To (radio) Or (radio) [Empty]
- Lab:** .000 (radio) None (radio) To (radio) Or (radio) [Empty]
- Other:** .000 (radio) None (radio) To (radio) Or (radio) [Empty]
- Link Identifier:** [Empty]
- Attendance Method:** [Empty]
- Weekly Contact Hours:** [Empty]
- Daily Contact Hours:** [Empty]
- Print:** [Checked]
- Voice Response and Self-Service Available:** [Checked]
- Gradable:** [Checked]
- Tuition and Fee Waiver:** [Empty]
- Long Title:** [Empty]
- Comments:** [Empty]
- Syllabus:** [Empty]

3. Navigate to the tab titled Meeting Times & Instructor tab

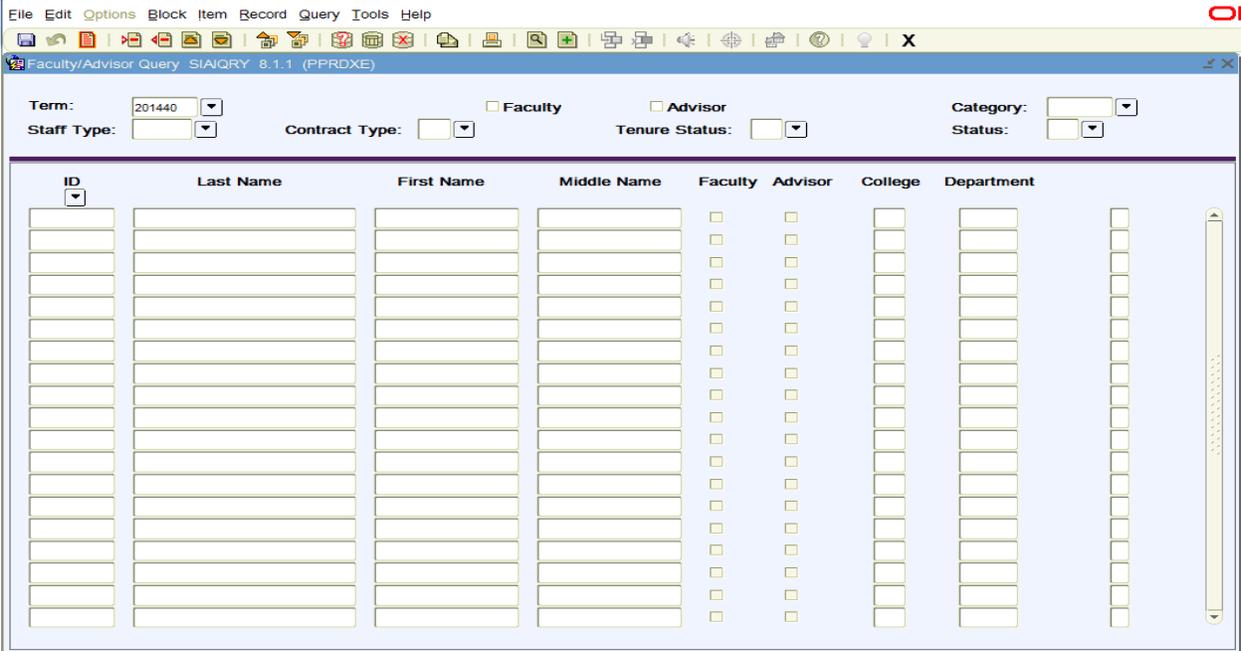


4. This will open the Meeting Times and Instructor window

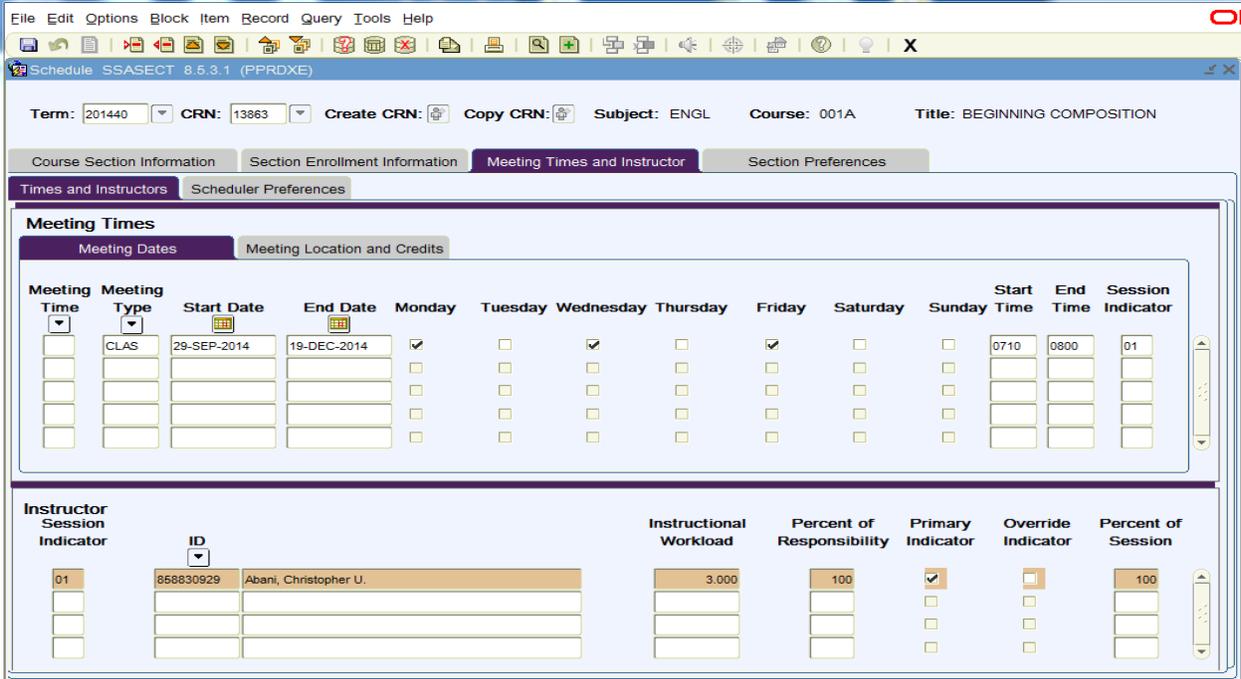


- 5. Navigate to the Instructor block
- 6. Place cursor in id field
- 7. Click LOV button

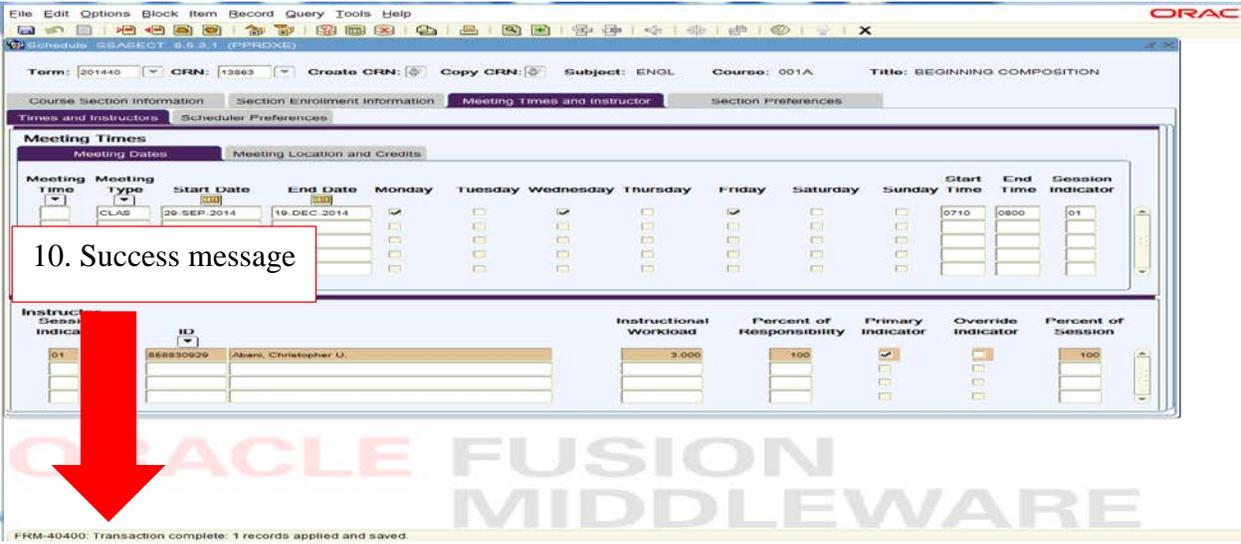
8. A new window/form will open (SIAIQRY) use this to search for the faculty member



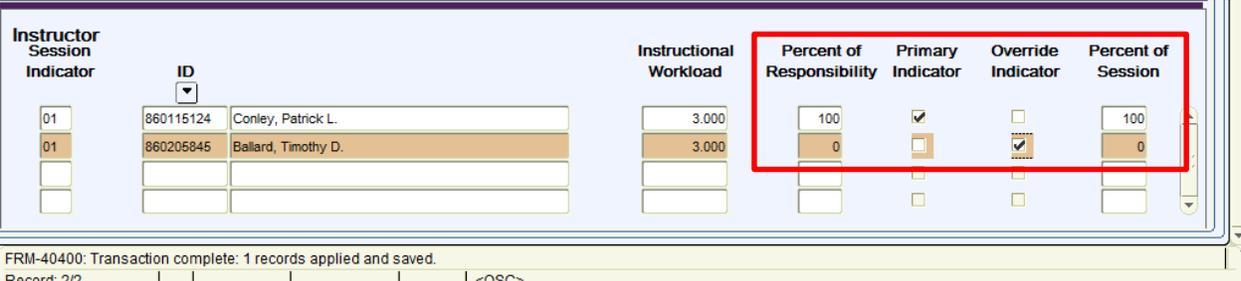
9. Enter known information or use ID LOV to conduct search and populate faculty into instructor block



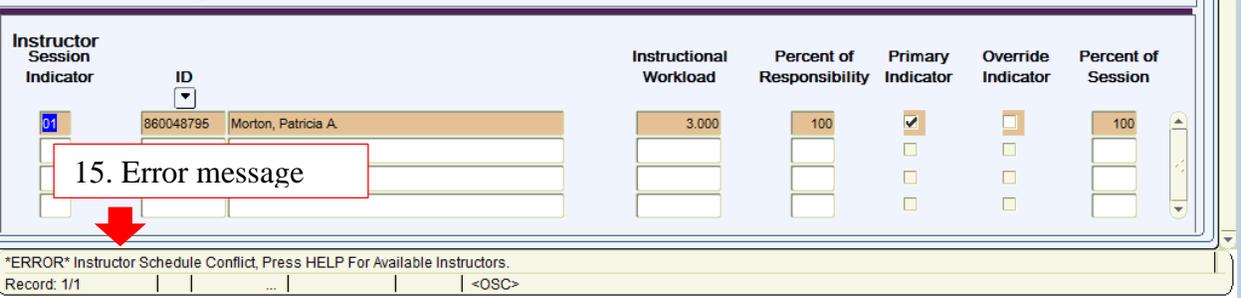
10. Save. A message will appear in the lower bar which indicates that the save was successful.



- If a teaching assistant (TA) needs to be associated with a section along with the faculty member, follow steps 1-10 to add the TA and then the faculty member.
- Adjust the percent of responsibility and session. Typically, the TA will have 100% responsibility and session, and the faculty member will be listed with 0% responsibility.
- Check the Primary Indicator on the TA line and the Override Indicator box on the faculty line.
- Save



- When adding an instructor to a cross-listed course following steps 1-10, you may receive an error message



- 16. Check the Override Indicator box
- 17. Save

Instructor Session Indicator	ID		Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	860048795	Morton, Patricia A.	3.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

17. Success message

FRM-40400: Transaction complete: 1 records applied and saved.  
Record: 1/1 | ... | <OSC>