HOW TO ADD FACULTY INFORMATION

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REVISION HISTORY

Version	Date	Name	Description

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.

INTRODUCTION AND PURPOSE

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

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

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, UNITS, PROGRAMS, AND CENTERS

- 1. Registrar's Office
- 2. Academic Departments
- 3. College Offices

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training (bannersbxe.ucr.edu) to follow along.

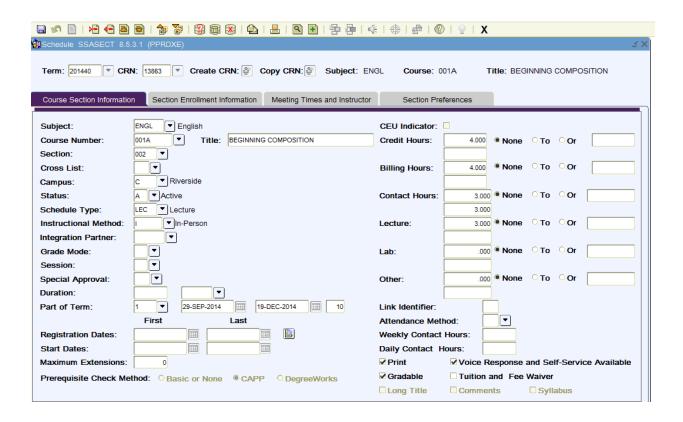
FORMS

The forms listed below are covered in this training.

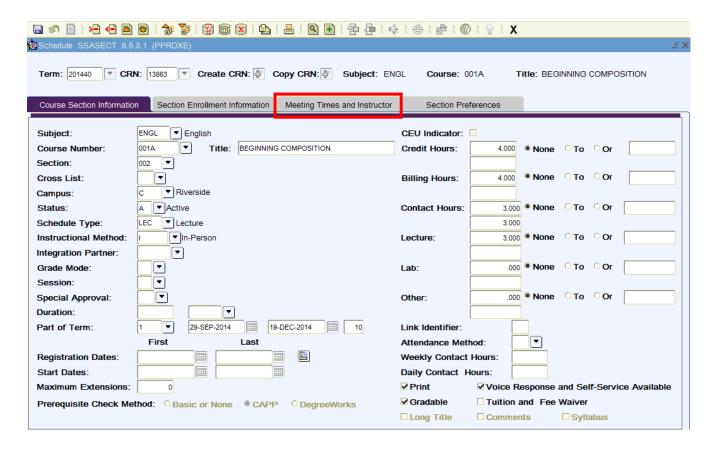
Form	Form Name	Description

PROCEDURES

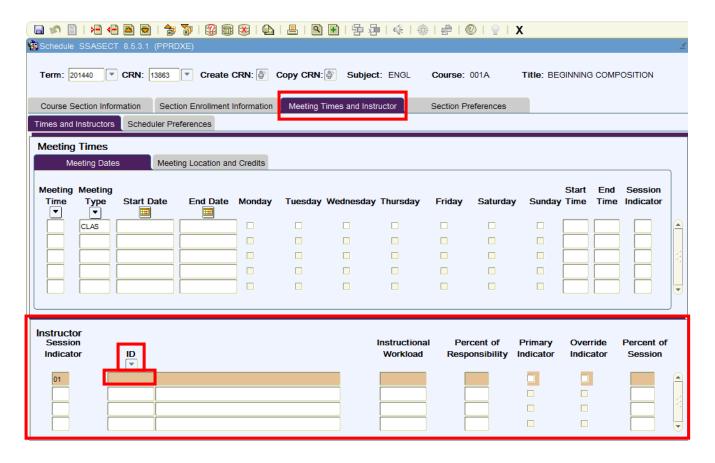
1. In **SSASECT** pull up the desired section.



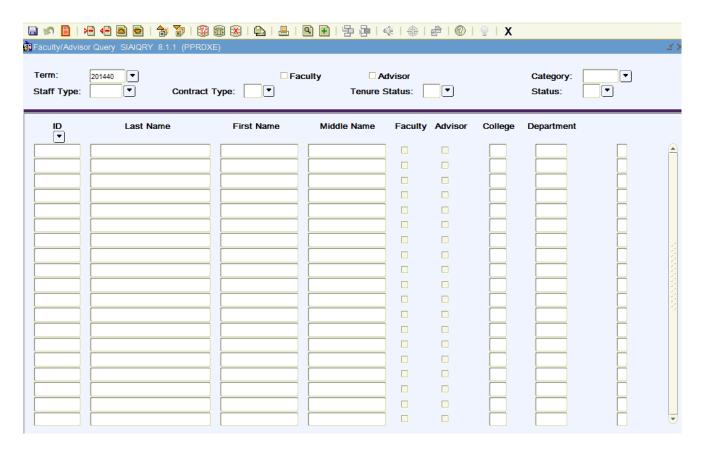
2. Navigate to the tab titled **Meeting Times & Instructor tab**.



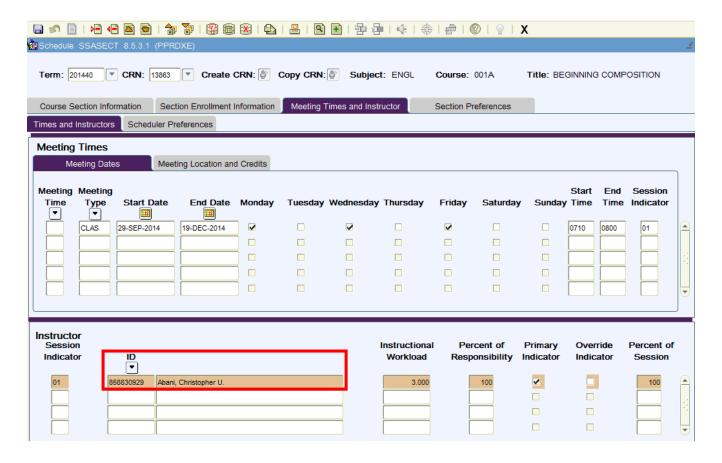
- 3. This will open the **Meeting Times and Instructor** window.
- 4. Navigate to the **Instructor** block.
- 5. Place cursor in **ID** field.
- 6. Click **LOV** button.



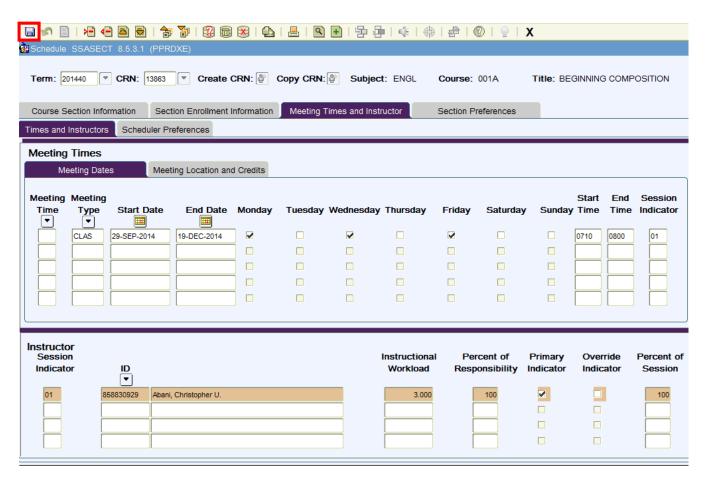
7. A new window/form will open **SIAIQRY** use this to search for the faculty member.



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

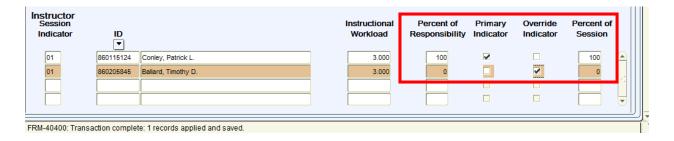


9. Save. A message will appear in the lower bar which indicates that the save was successful.

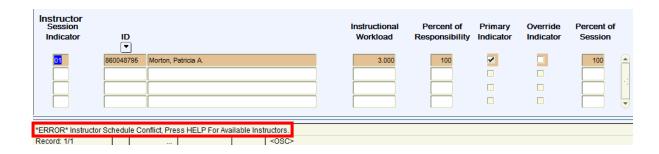


ORACLE FUSION WINDOWS Transaction complete: 1 records applied and saved.

- 10. 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.
- 11. 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.
- 12. Check the Primary Indicator on the TA line and the Override Indicator box on the faculty line.
- 13. Save.



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



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

