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.

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Schedule SSASECT 8.5.3.1 (PPRDXE)	∠× ×
Term: 201440 V CRN: 13863 V Create CRN: W Copy CRN: Subject: EN	IGL Course: 001A Title: BEGINNING COMPOSITION
Course Section Information Section Enrollment Information Meeting Times and Instructor	Section Preferences
Subject: ENGL English Course Number: 001A Title: BEGINNING COMPOSITION Section: 002 Image: Composition Composition	CEU Indicator: Credit Hours: 4.000 @ None O To O Or
Cross List:	Billing Hours: 4.000 None To Or
Campus: C Iverside Status: A Active Schedule Type: LEC Lecture	Contact Hours: 3.000 None Or Or 3.000
Instructional Method:	Lecture: 3.000 None To Or
Integration Partner:	
Grade Mode:	Lab: .000 • None Or Or
Session:	
Special Approval:	Other: .000 None To Or
Duration:	
Part of Term: 1 • 29-SEP-2014 19-DEC-2014 10	Link Identifier:
First Last	Attendance Method:
Registration Dates:	Weekly Contact Hours:
Start Dates:	Daily Contact Hours:
Maximum Extensions: 0	✓ Print ✓ Voice Response and Self-Service Available
Prerequisite Check Method: OBasic or None OCAPP ODegreeWorks	Gradable Duition and Fee Waiver
	Long Title Comments Syllabus

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

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Start Dates:	Daily Contact Hours:
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Prerequisite Check Method: OBasic or None CAPP ODegreeWorks	Gradable Duition and Fee Waiver
	Long Title Comments Syllabus

- 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.

Schedule SSASECT 8.5.3.1 (PPRDXE)	reate CRN: 📳	Copy CRN:			Course: (Section Pre	001A		BINNING COMI	POSITION	
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Instructor Session Indicator				Instructional Workload			Primary Indicator	Override Indicator	Percent of Session	F

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

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

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

Course Se	ection Info	CRN: 13863	Create C		Copy CRN:	Subjec		Course: 001A Section Prefere		ie: Begin	NNING COMF	OSITION
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- 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.

Instructor Session Indicator	ID ▼		Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	860115124	Conley, Patrick L.	3.000	100			100 🔺
01	860205845	Ballard, Timothy D.	3.000	0			0
]]					
FRM-40400: Trans	saction comple	te: 1 records applied and saved.					

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

Instructor Session Indicator	ID ▼		Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	860048795	Morton, Patricia A.	3.000	100			100
		J.					
ERROR Instruct	or Schedule Co	onflict, Press HELP For Available Instructors.					
Record: 1/1		<0SC>					

- 15. Check the Override Indicator box.
- 16. 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	✓		100
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Ľ	FRM-40400: Trans	action comple	te: 1 records applied and saved.					
Ţ	Record: 1/1		<0SC>					