

# 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 ([bannersbx.e.ucr.edu](http://bannersbx.e.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.

Term: 201440 CRN: 13863 Create CRN: Copy CRN: Subject: ENGL Course: 001A Title: BEGINNING COMPOSITION

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

Subject: ENGL English CEU Indicator:

Course Number: 001A Title: BEGINNING COMPOSITION Credit Hours: 4.000  None  To  Or

Section: 002 Billing Hours: 4.000  None  To  Or

Cross List:

Campus: C Riverside Contact Hours: 3.000  None  To  Or

Status: A Active Lecture: 3.000  None  To  Or

Schedule Type: LEC Lecture Lab: .000  None  To  Or

Instructional Method: I In-Person Other: .000  None  To  Or

Integration Partner:

Grade Mode:

Session:

Special Approval:

Duration:

Part of Term: 1 First 29-SEP-2014 Last 19-DEC-2014 10

Registration Dates:

Start Dates:

Maximum Extensions: 0

Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks

Link Identifier:

Attendance Method:

Weekly Contact Hours:

Daily Contact Hours:

Print  Voice Response and Self-Service Available

Gradable  Tuition and Fee Waiver

Long Title  Comments  Syllabus

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

Term: 201440 CRN: 13863 Create CRN: Copy CRN: Subject: ENGL 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  
 Cross List:  
 Campus: C Riverside  
 Status: A Active  
 Schedule Type: LEC Lecture  
 Instructional Method: I In-Person  
 Integration Partner:  
 Grade Mode:  
 Session:  
 Special Approval:  
 Duration:  
 Part of Term: 1 29-SEP-2014 19-DEC-2014 10  
 Registration Dates: First Last  
 Start Dates:  
 Maximum Extensions: 0  
 Prerequisite Check Method: Basic or None CAPP DegreeWorks

CEU Indicator:  
 Credit Hours: 4.000 None To Or  
 Billing Hours: 4.000 None To Or  
 Contact Hours: 3.000 None To Or  
 Lecture: 3.000 None To Or  
 Lab: .000 None To Or  
 Other: .000 None To Or

Link Identifier:  
 Attendance Method:  
 Weekly Contact Hours:  
 Daily Contact Hours:  
 Print  Voice Response and Self-Service Available  
 Gradable  Tuition 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.

Term: 201440 CRN: 13863 Create CRN: Copy CRN: Subject: ENGL Course: 001A Title: BEGINNING COMPOSITION

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Times and Instructors Scheduler Preferences

### Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

  

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

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



Schedule SSASECT 8.5.3.1 (PPRDXE)

Term: 201440 CRN: 13863 Create CRN: Copy CRN: Subject: ENGL Course: 001A Title: BEGINNING COMPOSITION

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

### Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	29-SEP-2014	19-DEC-2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0710	0800	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

  

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	858830929 Abani, Christopher U.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

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

Schedule SSASECT 8.5.3.1 (PPRDXE)

Term: 201440 CRN: 13863 Create CRN: Copy CRN: Subject: ENGL Course: 001A Title: BEGINNING COMPOSITION

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

### Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	29-SEP-2014	19-DEC-2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0710	0800	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

  

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	858830929 Abani, Christopher U.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

ORACLE FUSION MIDDLEWARE

FRM-40400: 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.

Instructor Session Indicator	ID		Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	860115124	Conley, Patrick L.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
01	860205845	Ballard, Timothy D.	3.000	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0

FRM-40400: Transaction complete: 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

**\*ERROR\* Instructor Schedule Conflict, Press HELP For Available Instructors.**

Record: 1/1 | ... | <OSC>

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 | ... | <OSC>