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How to add Faculty information

APPROVAL HISTORY

Approving	Version	Date
Party	Approved	

REVISION HISTORY

Version	Date	Description	Revised By
Number			

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: <u>http://senate.universityofcalifornia.edu/manual/rpart3.htm</u>.

Impacted Departments

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

Procedures

1. In SSASECT pull up the desired section

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Term: 201440 V CRN: 13863 V Create CRN: Opy CRN: Subject: El	NGL 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	CEU Indicator: Credit Hours: 4.000 None Or Or
Section: 002 Cross List:	Billing Hours: 4.000 • None O To Or
Campus: C Inverside Status: A Active	Contact Hours: 3.000 None To Or
Instructional Method:	Lecture: 3.000 • None • To • Or
Grade Mode:	Lab:
Special Approval:	Other:
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:	✓ Print ✓ Voice Response and Self-Service Available
Prerequisite Check Method: O Basic or None CAPP O DegreeWorks	Gradable □ Tuition and Fee Waiver
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3. Navigate to the tab titled Meeting Times & Instructor tab

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4. This will open the Meeting Times and Instructor window

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- 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

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

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

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- 11. 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.
- 12. 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.
- 13. Check the Primary Indicator on the TA line and the Override Indicator box on the faculty line. 14. Save

Session	ID T		Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	860115124	Conley, Patrick L.	3.000	100	v		100
01	860205845	Ballard, Timothy D.	3.000	0			0

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

Instructor Session Indicator ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session	
01 860048795 Morton, Patricia A	3.000	100				
						<u> </u>
ERROR Instructor Schedule Conflict, Press HELP For Available Instructors. Record: 1/1 <						٦Ĵ

16. Check the Override Indicator box

17. Save

Indicator ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01 860048795 Morton, Patricia A 17. Success message	3.000				
M-40400: Transaction complete: 1 records applied and saved.					