INSTRUCTOR/ ADVISOR Quick Guide

Adding a New Faculty

Curriculum Management > Instructor Advisor Information > Instructor/Advisor Table

I. Call up the Faculty - “Find an Existing Value”:
   A. **Last Name:** Type in faculty’s last name *(Note: you can look up by Empl ID if you know it)*
   B. Click on Search
   C. Click on faculty name in Search Results

II. Click on Instructor/Advisor Table tab (top of screen)

<table>
<thead>
<tr>
<th>Instructor Details</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Effective Date:</td>
<td>06/01/2009</td>
<td>‘Status:</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>‘Instructor Type:</td>
<td>Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>‘Academic Institution:</td>
<td>CHICO</td>
<td>California State Univ, Chico</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‘Primary Acad Org:</td>
<td>650</td>
<td>Religious Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‘Instructor Available:</td>
<td>Available</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. **Effective Date:** Input the appropriate start date for the faculty. The system will insert the current date, **you must change to one of the three dates below**.
   - **VERY IMPORTANT** - ONLY use these dates
     - Spring=01/01/20XX
     - Summer=06/01/20XX
     - Fall=08/01/20XX

B. **Status:** Leave as Active

C. **Instructor Type:** click on drop down arrow and choose type (Professor, Lecturer...). *(Note: this is NOT where the workload report pulls instructor title information.)*

D. **Advisor:** Check this box only if the faculty will be assigned to advisees in PeopleSoft. *(Access to assigning advisees is separate and may be requested by e-mailing sasecurity.)*

E. **Academic Institution:** Chico

F. **Primary Acad Org:** This is the faculty’s home department. The Faculty Workload report considers this department the faculty’s primary department. Enter the APDB dept id for the primary dept or click on the magnifying glass to do a lookup for the APDB dept id.

G. **Instructor Available:** Leave as “Available”
III. Click on **Approved Courses** tab (top of screen)

A. **Seq Nbr:** leave as default  
B. **Acad Org:** Click on the magnifying glass to do a lookup for the APDB dept id (or you can type in the academic org number for your department – same as II.F. above.)

IV. Click the **(plus)** to add another dept for this faculty and repeat **Steps III A & B**

Repeat until all departments have been added.

**NOTE:** An instructor can only have a maximum of 3 departmental assignments for Workload reporting. If an instructor has more than 3 departmental assignments contact APSS to resolve.