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)

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## Instructor Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>06/01/20XX</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Instructor Type</td>
<td>Professor</td>
</tr>
<tr>
<td>Academic Institution</td>
<td>Chico</td>
</tr>
<tr>
<td>Primary Acad Org</td>
<td>650</td>
</tr>
<tr>
<td>Instructor Available</td>
<td>Available</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.)

Click

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.