

Academic Affairs Manual

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Subject: Entry of Instructors Into PeopleSoft

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Entry of Instructors into PeopleSoft

1. If the college determines to use the **Instructor/Advisor Table**, then the College Scheduler will be initially responsible for collecting and compiling the faculty data for all current instructors (part-time, full-time time, etc.), their approved academic organization(s) (as defined by PeopleSoft), and submitting an Excel file to the Academic Affairs Facilities & Class Schedule Coordinator for transmittal to Common Management System (CMS).
2. After the current information has been uploaded into PeopleSoft, all new tenure-track and full-time lecturer faculty hires will be entered into the **Instructor/Advisor Table** by the Academic Affairs Personnel Services Office.
3. All new part-time instructional faculty hires will be entered into the **Instructor/Advisor Table** by the college's Academic Resource Managers.
4. Once the faculty is properly entered in the **Instructor/Advisor Table**, the academic organization(s) (i.e., colleges and departments) for which a faculty is approved to teach will be designated on the **Approved Courses** tab.
5. Changes or additions to the **Approved Courses** tab for any existing faculty will be the responsibility of the College Scheduler to maintain via requests by the department chair or coordinator.
6. The University Scheduler will be responsible for making changes to the **Edit Instructor Against** in the Academic Organization Table per the request of the dean and department chair.

Approved: Samuel L. Wiley

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