

What is the Instructor/Advisor Table?

To ensure that instructors can be assigned to classes in the Schedule of Classes, status information must be current in the UAccess Instructor/Advisor Table. The table is managed by the department scheduler in collaboration with their unit human resource coordinator. For a more efficient scheduling process, update the table before assigning instructors.

How to add/change/inactivate an instructor

Step 1: Open the **Instructor/Advisor Table** by clicking on that tile on the UA Schedule of Classes homepage or go to Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table.

Step 2: Search for the person you are adding or changing by **name, NetID, or EmplID**.

Step 3: If the person does not already have an **instructor record**, continue to the next step, if this is a change, use the plus sign to add a new row.

Step 4: Enter an **effective date**. This is recorded as the 1st day of the month the term starts. For example, an instructor being assigned in the fall term would have an effective date of 08/01/20XX.

Step 5: Assign a **status** of active or inactive.

Step 6: Choose the appropriate **instructor type** using the drop-down menu.

Step 7: Enter **UAZ00** for the academic institution.

Step 8: Enter the **primary academic organization** in which the instructor is approved to instruct.

Step 9: Choose to make the instructor either **available, on sabbatical, or unavailable**.

The screenshot shows the 'Instructor/Advisor Table' form. The 'Instructor Details' section is highlighted with a red box and includes the following fields:

- *Effective Date: 08/23/2011
- *Status: Active
- *Instructor Type: Instructor
- *Academic Institution: UAZ00 (The University of Arizona)
- *Primary Acad Org: 1235 (Entomology)
- *Instructor Available: Available

 Below this is the 'Instructor/Advisor Role' section with fields for Advisor Number (1), Percent of Appointment, Academic Career, Academic Program, Academic Plan, and Academic Sub-Plan. At the bottom are 'Save', 'Return to Search', and 'Notify' buttons.

How to enable an instructor to be assigned to specific classes

Step 1: Click on the **Approved Courses** tab.

Step 2: Enter the **academic organization (acad org) code** for each subject the instructor will be assigned to teach including the primary **acad org** previously entered on the Instructor/Advisor Table tab. In cases where a single **acad org** is tied to multiple subjects, the instructor will be eligible for assignment on any of those subjects (e.g. acad org 0419 is tied to subjects JOUR, BJP and GLO).

Step 3: Save

The screenshot shows the 'Approved Courses' tab. The 'Course Description' table is highlighted with a red box and contains the following data:

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1	1241					
2	1238					

Determine if an inactive instructor is assigned to a class

When an instructor is **not active** or **no longer active** for a specific academic organization, you will notice a **Class Information icon** on the **Instructors For Meetings Pattern** section of your class as shown below.

The screenshot shows the 'Instructors For Meeting Pattern' section. A table lists instructors with columns for ID, Name, and Instructor Role. A red box highlights a 'Class Information' icon (an 'i' in a circle) in the table. Above the table, a red box highlights the text 'Instructor Not Available' and 'Instructor is not Available.'

Contact Information

Please contact RCS with any questions regarding how to maintain the instructor/Advisor table. Reach us via email: rshelp@arizona.edu or phone: 520-621-3313.