



Background

The “Instructor/Advisor Table” in UAccess is managed by department schedulers and others within departments who manage advisor assignments. This resource guide will only address instructor assignments. Department schedulers work with their unit’s HR coordinator to maintain the instructor’s status and approved courses.

What steps do I take 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 should be prior to the first day of the term in which the person will become active or inactive.

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.

How do I enable an instructor to be assigned to specific classes?

Step1: 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

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When an instructor is not active or no longer active for a specific academic organization, you will notice a Class Information icon on the **Instructors For Meetings Pattern** section of your class as shown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

Instructors For Meeting Pattern			
Assignment	Workload		
ID	Name	Class Information	Instructor Role
			Primary Instructor

Instructor Not Available
Instructor is not Available.