

## **Add New Instructors to the Instructor/Advisor Table**

In order to assign people as instructors for your classes, they must be in the Instructor/Advisor Table, they must have an **Active** status, the **Effective Date** must be before the start of the Term that you are assigning them to, and your department must be in their list of **Acad Orgs** on the **Approved Courses** page.

New faculty are initially setup by Human Resources with the hiring department as the Approved Courses Acad Org.

### **Navigation:**

**Main Menu > Curriculum Management > Instructor Advisor Information > Instructor/Advisor Table**

### Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value

ID:

Campus ID:

National ID:

Last Name:

First Name:

Include History  Correct History

[Basic Search](#)  [Save Search Criteria](#)

Enter the person's **Stony Brook ID** and click **Search**.

If you do not know the Stony Brook ID, enter the **Last Name** and **First Name** and click **Search**. Note: Some people may have the same first and last names. The most accurate way to search is with Stony Brook ID.

Instructor/Advisor Table [Approved Courses](#)

Shannon Stigman 100470204 ★

Instructor Details		Find   View All	First	1 of 1	Last
*Effective Date:	08/23/2007	*Status:	Active		
*Instructor Type:				<input type="checkbox"/> Advisor	
*Academic Institution:	USBNY	SUNY at Stony Brook			
*Primary Acad Org:	POLISCI	Political Science			
*Instructor Available:	Available				

Instructor/Advisor Role		Find   View All	First	1 of 1	Last
Advisor Number:	1	Percent of Appointment:			
*Academic Career:					
Academic Program:					
Academic Plan:					
Academic Sub-Plan:					

On this page you are viewing the most current Effective Dated row. Make sure the **Status** says “Active” and the **Instructor Available** says “Available.” You do not have to change anything on this page yet.

The **Primary Acad Org** is the department that was assigned when the person was hired.

Over time an Instructor’s status and availability may change. Click the **Include History** button and then click **View All** if you would like to view all of the history rows.

Click the **Approved Courses** tab to view the list of departments (identified by **Acad Org**) that this person is approved to teach courses for.

The screenshot shows the 'Approved Courses' tab for instructor Shannon Stagman. The instructor details section includes: Effective Date: 08/23/2007, Status: Active, Instructor Type: Advisor, Academic Institution: USBNY (SUNY at Stony Brook), and Primary Acad Org: POLISCI (Political Science). Below this is a table with columns: Seq Nbr, \*Acad Org, Subject Area, Course ID, Offer Nbr, Catalog Nbr, and Campus. The first row shows Seq Nbr 1 and \*Acad Org POLISCI. A red box highlights the '+' button in the Campus column of the first row. At the bottom of the page are buttons for Save, Return to Search, Previous in List, Next in List, Update/Display, and Include History.

If your department is not listed, you must add it by doing the following:

- Go back to the first page—the Instructor/Advisor Table—click in the **Effective Date** field, and click the  **Add a New Row** button. Make sure the Effective Date in the added row is before the start of the Term.
- Then click the **Approved Courses** tab
- Click the  **Add a new Row** button on this page
- Click the  to select your **Acad Org**
- Click the **Save** button