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

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.
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.

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