

Quick Reference: Instructor/Advisor Updates

Instructors can be assigned to classes only if they are affiliated in the Instructor/Advisor table with the department that owns the subject.

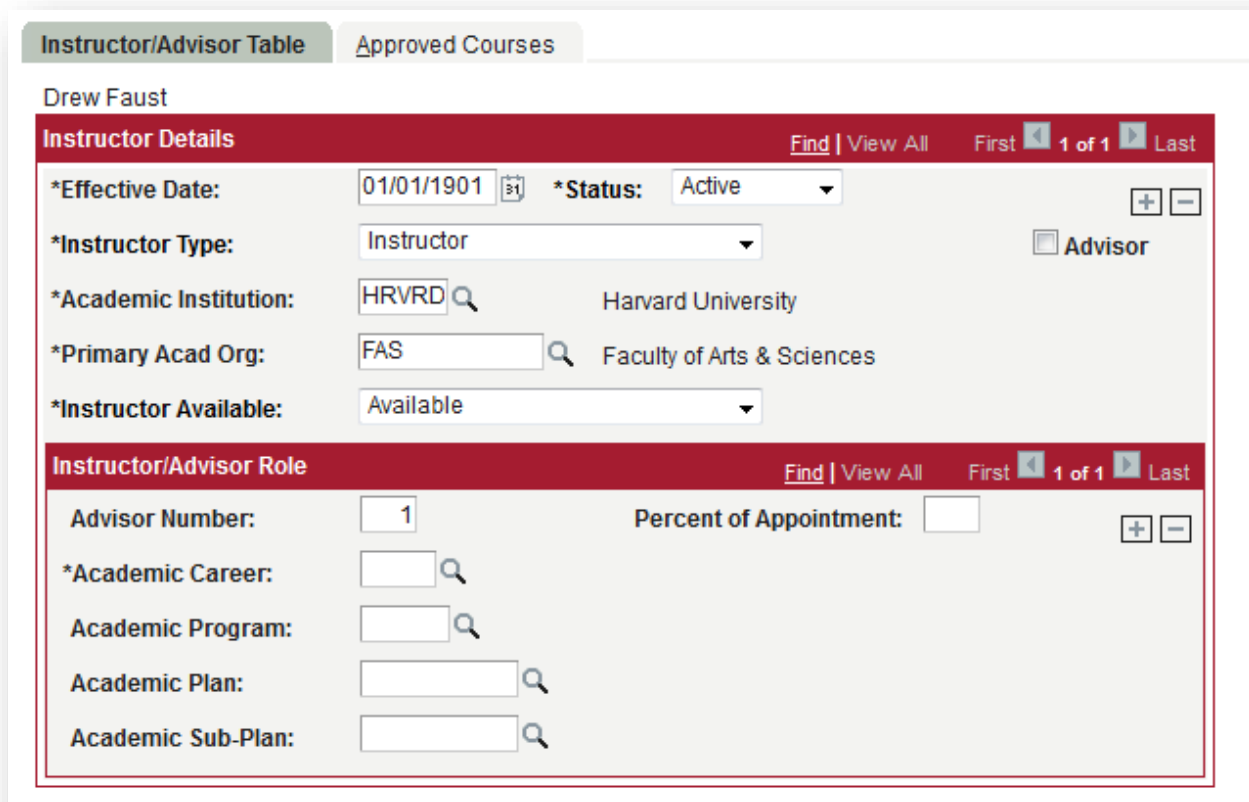
As a rule, whenever a new instructor is identified, or an existing instructor needs to be assigned to a particular department's class for the first time, the Instructor/Advisor table will need to be updated to identify that relationship. Most new faculty will be identified and assigned to the appropriate department automatically through an interface with the HR system, but manual updates may be needed, such as for graduate students who become Teaching Fellows or for current faculty teaching in a new department for the first time.

Note: For details regarding assigning appropriate instructor role or grade level access in the Schedule of Classes, consult FAS Guidelines for Courses document posted on the Catalog Coordinators page of the Registrar's website.

Identify a New Instructor

Navigation: CURRICULUM MANAGEMENT > INSTRUCTOR/ADVISOR INFORMATION > INSTRUCTOR/ADVISOR TABLE

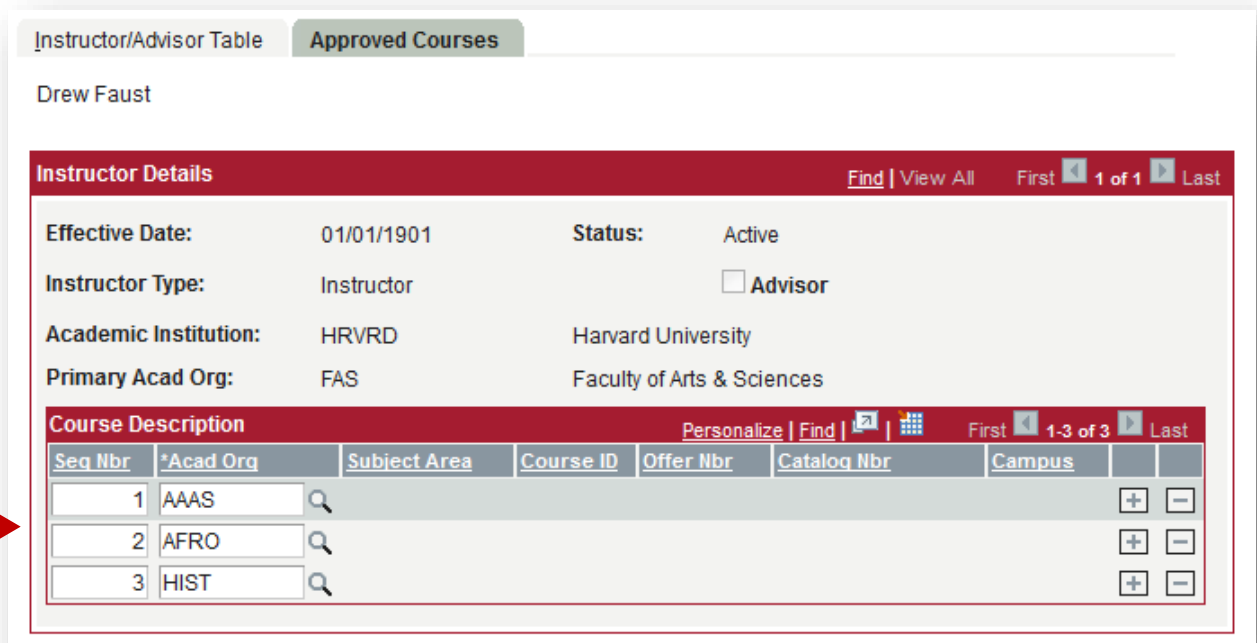
Enter a HUID or name to locate the person. The **Instructor/Advisor Table** tab identifies high-level information about the individual.



The screenshot shows the 'Instructor/Advisor Table' interface for Drew Faust. It features two main sections: 'Instructor Details' and 'Instructor/Advisor Role'. The 'Instructor Details' section includes fields for Effective Date (01/01/1901), Status (Active), Instructor Type (Instructor), Academic Institution (HRVRD - Harvard University), Primary Acad Org (FAS - Faculty of Arts & Sciences), and Instructor Available (Available). The 'Instructor/Advisor Role' section includes fields for Advisor Number (1), Percent of Appointment, Academic Career, Academic Program, Academic Plan, and Academic Sub-Plan. Navigation controls like 'Find', 'View All', 'First', '1 of 1', and 'Last' are present at the top of each section.

- **Effective Date:** The system will default the current system date; overwrite if necessary to ensure that the entry is effective *prior* to the first day of the desired semester. If you need to update an instructor after the start date of the term, then you will need to ask the Registrar’s Office to make the adjustment.
- **Status:** Active
- **Instructor Type:** Instructor
- **Advisor:** check this box if the instructor will also be assigned as a student advisor
- **Academic Institution:** HRVRD
- **Primary Acad Org:** acad org with which the instructor is primarily affiliated (informational only)
- **Instructor Available:** Available
- **Instructor/Advisor Role:** leave the fields in this box empty

On the **Approved Courses** tab, list each academic organization for which the instructor is authorized to teach.



Instructor/Advisor Table **Approved Courses**

Drew Faust

Instructor Details Find | View All First 1 of 1 Last

Effective Date: 01/01/1901 Status: Active

Instructor Type: Instructor Advisor

Academic Institution: HRVRD Harvard University

Primary Acad Org: FAS Faculty of Arts & Sciences

Course Description Personalize | Find | First 1-3 of 3 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus		
1	AAAS	🔍					+	-
2	AFRO	🔍					+	-
3	HIST	🔍					+	-

When data have been entered, click “Save”.

Update an Existing Instructor

To make changes to an existing instructor/advisor record, add a new effective dated row on the **Instructor/Advisor Table** tab. The system will default the current system date; overwrite if necessary to ensure that the change is effective *prior* to the first day of the desired semester.

- Update any values on the tab as necessary
- When an instructor leaves Harvard and will no longer be teaching at the university, change the Status to "Inactive"

On the **Approved Courses** tab, add or remove rows to update the academic organizations.

- Add a new row when the instructor is being authorized to teach in a new department
- Delete an existing row to remove an Acad Org in which the instructor is no longer authorized to teach

When all changes have been made, click "Save".

**If you cannot locate a particular instructor in the Instructor/Advisor table, this likely means that the appointment has not been processed yet. Please confirm the processing of the appointment in question, and then contact Courses at courses@fas.harvard.edu for further troubleshooting.