

Instructor Roles and Grade Access in my.harvard Schedule of Classes (SOC)

Instructor Abbreviation in SOC	FAS Definition	Prints in my.Harvard search	Allowable Grade Access
Head Instr	Head instructor for course--multiple allowed	Yes	Must be listed as Post
Instructor	Instructor, but not course head	Yes	Grade, Approve
Crse Dir	Administrator supporting the course (ex: directs admin for a course)	No	Grade, Approve
Grade Admin	Administrator supporting the course (ex: faculty assistant)	No	Grade
Teach Asst	Teaching Assistant (non-Harvard affiliated)	No	Leave blank--faculty may designate grade access
Teach Fell	Teaching Fellow (Harvard affiliated)	No	Leave blank--faculty may designate grade access
TF/TA Instructor	Teaching Fellow/Teaching Assistant Instructor: TF/TA who is sole instructor; responsible for submitting student grades. Used primarily for language courses.	No	Post--check with OUE before using this instructor role
Crse Asst	Course Assistant- (College students) NOT USED BY FAS- Contact RO for more information	No	n/a
Prim Instr	Primary Instructor--NOT USED BY FAS	No	n/a
Sec Instr	Secondary Instructor--NOT USED BY FAS	No	n/a
Preceptor	Preceptor --NOT USED BY FAS	No	n/a
Fac Asst	Faculty Assistant—NOT USED BY FAS	No	n/a