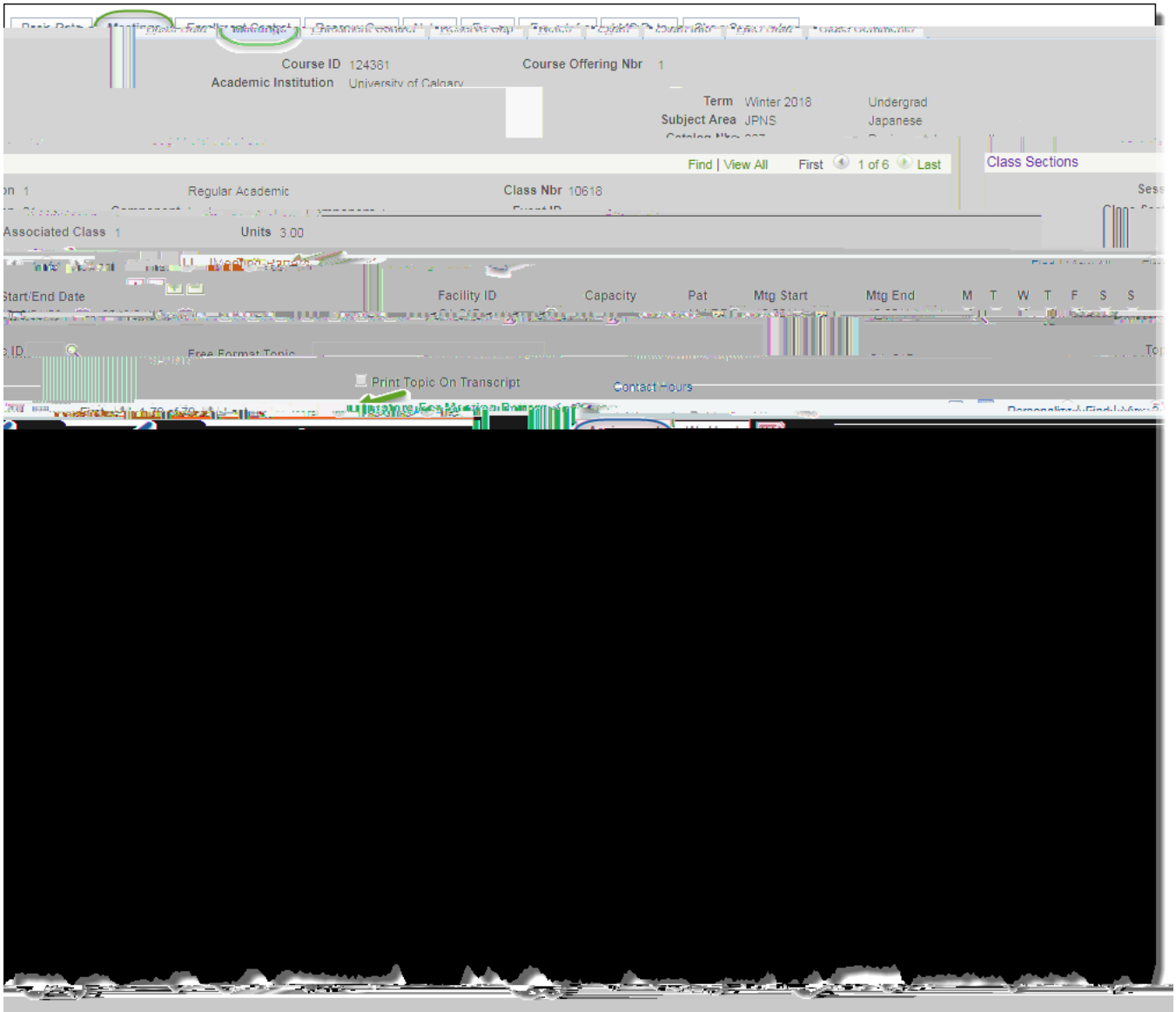Department and Faculty schedulers t

If the Effective Date is not correct, you are unable to use the Instructor for that term.

– this field is used to select the appropriate type.
– this field is used to enter the 'home' Department or Faculty of the instructor.

Instructors can be associated to classes on the pages noted below.

Navigation:

– the instructors assigned to the class section are entered here. This can be as many as required, but please ensure that they are coded correctly with the proper workload

– indicate if the instructor is the Primary Instructor, Alternate, Simultaneous or TA. These roles are all considered teaching roles (also see Appendix 1, page 9).

- Primary Instructor - only one instructor is teaching a section.
- Alternate - two or more instructors are teaching the same section, but they are not in the classroom at the same time.
- Simultaneous - two or m o1.8 (3r0 Td(P)-5.0.272 0 T 0 Td293 0 he) (hej0.402 0 Td( )51 (0 102 Tw 01 (a)-2

)

To view the Workload and additional columns, for ease of viewing, click the Show More Columns tab:

- Indicate the workload when entering more than one teaching instructor e.g. Alt Instr (AL) or Simultaneous (SI).   This is important for the statistics for the Office of Institutional Analysis.
- It is also important how this data is entered. For example if the Load Factor is 50%, just enter the number   and press enter or tab to the next field.

Inactivate Instructors/Advisors

Faculty/Department schedulers are responsible for updating the Instructor's 'Status' when required.

The Instructor's status is updated on the Instructor/Advisor Table mentioned in step 1.

Navigation:

Student and Enrolment Services

Instructor roles are not tied to payroll information for a person. The application of an instructor role is based on the following guidelines.

The following instructor roles are considered teaching roles and apply to people who are involved in the teaching activity of a section. Do not use these instructor roles for people who need access to class lists for marking or are otherwise assisting the teaching instructor. People indicated with the following teaching roles   .

Used when only one instructor is teaching a section.

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Used when two or more instructors are teaching one section, but are not in the classroom at the same time. Can also be used when instructors split the teaching of a section over time, for example, one teaches the first half of a term and the other teaches the second half of a term.

Percentages can be input on the Workload Tab of the Instructors for Meeting Pattern on the Meetings page in Maintain Schedule of Classes or Schedule Class Meetings.

Used when two or more instructors are teaching one section simultaneously.

Percentages can be input on the Workload Tab of the Instructors for Meeting Pattern on the Meetings page in Maintain Schedule of Classes or Schedule Class Meetings.

Used when the section is taught on a one-on-one basis with students (individual instruction). In this case enter 100% workload for each SI instructor listed.

Can be used instead of PI in the case of a teaching assistant teaching a laboratory or tutorial section.

In the cases where more than one TA is teaching one section, please indicate a percentage of time spent in the classroom teaching. Percentages can be input on the Workload Tab of the Instructors for Meeting Pattern on the Meetings page in Maintain Schedule of Classes or Schedule Class Meetings.

The following instructor roles are considered non-teaching roles and apply to people who are assisting with a section. This would include people who are markers, need access to class lists, Blackboard, etc. People indicated with these non-teaching roles will not be included in reports of teaching activity.

Can be used for people who are lab coordinators.

Can be used for people who are markers or general assistants to the class.

Used for multiple entries of instructors (SI, AL or TA) in one section. A percentage workload reflects the amount of time an instructor is teaching a class. The following examples represent instructors entered in one section.

: Two instructors are teaching one section at the same time.

Smith, John	SI	100.0000
Roberts, Jane	SI	100.0000

: Two instructors are teaching one section at the same but Roberts is present only 50% of the time.

Smith, John	SI	100.0000
Roberts, Jane	SI	50.0000

: Four instructors are teaching one 3 hour section per week; different teaching workloads.

Smith, John	SI