

## 9.2 Adding an Instructor to the Instructor/Advisor Table

**Purpose:** Use this document as a reference for how to add an instructor to the Instructor/Advisor table in ctcLink.

**Audience:** Class Scheduling Staff.

**!** You must have at least one of these local college managed security roles:

- ZC CM Instructor Advisor
- ZD CM Instructor Advisor
- ZD FWL View Cnt Calc
- ZZ CM Instructor Advisor
- ZZ CM Local Configuration
- ZZ FWL Contract Calc

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

### Supporting Information:

When a new instructor is hired, they will be entered into HCM and synchronized with Campus Solutions to create a person record in Campus Community. Once the person record is available, follow these steps to make them a valid instructor for selection in the class schedule. **IMPORTANT:** An instructor working at more than one college must have an Instructor/Advisor Table entry for EACH Institution with a 01/01/1901 Effective Date.

### Audit Information:

1. Auditing on the **Instructor\Advisor** tables was turned on **10/13/2023**. Changes made on or after **10/14/2023** have been recorded.
2. The audit record for the top part of the "Instructor/Advisor Table" tab can be accessed using the PS Query.
  - **QCS\_SEC\_INSTR\_ADVR\_TBL\_AUDIT**

3. The audit record for the bottom part of the “Instructor/Advisor Table” tab can be accessed using the PS Query.
  - **QCS\_SEC\_INSTR\_ADVR\_ROLE\_AUDIT**
4. The audit record for the “Approved Courses” tab can be accessed using the PS Query.
  - **QCS\_SEC\_INSTR\_CRSE\_AUDIT**
5. Because the role **ZZ SS Advisor** and **ZZ SS Faculty** are added dynamically, there is no entry in the **Role\User** audit table that corresponds to when those two roles are added or removed dynamically, so the queries above will tell you when the user would have been granted these roles dynamically. Manual edits to a user’s roles are stored in the **Role\User** audit table can be accessed using the query **QXX\_SEC\_USER\_ROLE\_HISTORY**.

#### CampusCE Information:

Instructors teaching in the CNED career for continuing education must also be in the Instructor/Advisor Table. If they already exist in the table, add a row.

## Add an Instructor to the Instructor/Advisor Table

**Navigation: Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table**

1. The **Instructor/Advisor Table** search page displays.
2. Look up the Instructor by **ID** or **Last/First Name**.
3. Select the **Search button**.
4. The results returned will be records that exist in HCM. At a minimum, a new employee must have a person record stored in HCM which will be synchronized to Campus Solutions in a batch process executed nightly, or twice daily during peak processing times. Once the employee has been hired, an Employment Instance would then need to be added in HCM. An instructor cannot generate a contract or be paid until a job record exists in HCM.

### Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID

begins with ▼

Campus ID

begins with ▼

National ID

begins with ▼

Last Name

begins with ▼

First Name

begins with ▼

☐ Include History
☐ Correct History
☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

5. The **Instructor/Advisor Table** page displays.
6. In the **Instructor Details** section of the Instructor/Advisor Table tab, enter the following:
  - a. **Effective Date:** Defaults to current date, set date to 01/01/1901.
  - b. **Status:** Will default to **Active**.
  - c. **Instructor Type:** Select from List. The values used are at the college discretion and have no bearing on pay.
    - i. Note, when **Advisor Only** is selected, the **Advisor** checkbox is checked.
  - d. **Academic Institution:** Enter or look up.
  - e. **Primary Academic Org:** Select from the list associated with the selected institution.
  - f. **Instructor Available:** Select **Available**.
  - g. Check the **Advisor** check box if they have advisor responsibilities.
7. The **Instructor/Advisor Role** section has no bearing on pay, to add values enter the following:
  - a. **Academic Career:** Enter or look up.
  - b. Remaining fields are optional.



### Note for CampusCE

Add a second row for CNED if the instructor is already teaching in the UGRD career.

- ❗ Failure to add the Instructor/Advisor Table entry with an 01/01/1901 Effective Date can cause calculation failures if date is inconsistent with terms being calculated. Always use the **01/01/1901** Effective Date.

The screenshot shows the 'Instructor/Advisor Table' form. The 'Instructor Details' section contains the following fields: \*Effective Date (01/01/1901), \*Status (Active), \*Instructor Type (Instructor), \*Academic Institution (WA171), \*Primary Acad Org (171SPOKANE), and \*Instructor Available (Available). The 'Instructor/Advisor Role' section contains the following fields: Advisor Number (1), Percent of Appointment, \*Academic Career (UGRD), Academic Program, Academic Plan, and Academic Sub-Plan. A red box highlights the \*Effective Date and \*Status fields in the 'Instructor Details' section. Another red box highlights the \*Academic Career field in the 'Instructor/Advisor Role' section. The form has a 'Save' button and several other navigation buttons at the bottom.

8. The **Approved Courses** tab limits the specific subjects or courses in which instructors can be assigned. These fields are optional and are based on local configuration in the CS Academic Organization table. ***Please consult your local configuration in the Academic Organization table to determine how this configuration is utilized at your college.***
9. Select the **Save** button.

[Instructor/Advisor Table](#)
[Approved Courses](#)

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Instructor Details

Effective Date

01/01/1901

Status:

Active

Instructor Type:

Instructor

Academic Institution

WA171

Primary Acad Org

171SPOKANE

Spokane CC

Spokane Community College

☒ Advisor

Course Description

1 of 1

View All

Seq Nbr	Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus		
1							+	-

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Update/Display](#)
[Include History](#)
[Correct History](#)

[Instructor/Advisor Table](#) | [Approved Courses](#)

**Security Access:** The role allowing access to the Faculty Center is dynamically assigned once the instructor has been added to the Instructor/Advisor Table. The process that performs this assignment runs periodically. Instructors will **NOT** be granted access to the Faculty Center until this entry exists and the process executes.

College Security Managers cannot manually assign the old role of CTC\_INSTRUCTOR, nor the new security redesigned roles ZZ SS Faculty or ZZ SS Advisor (if the Advisor checkbox is checked) Role.

## Add a Second Instructor/Advisor Entry

**i** If an Instructor/Advisor Table entry already exists for another college, especially with multi-campus districts, a second entry may be required to support calculation of pay across multiple institutions.

10. Select the **Instructor/Advisor Table** tab.
11. From the **Instructor Details** section, select the plus symbol (+) to add a second Effective Dated row.

**Instructor/Advisor Table** | **Approved Courses**

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**Instructor Details** | 1 of 1 | View All

\*Effective Date: 01/01/1901 | \*Status: Active | **+** **-**

\*Instructor Type: Instructor | ☒ Advisor

\*Academic Institution: WA171 | Spokane CC

\*Primary Acad Org: 171SPOKANE | Spokane Community College

\*Instructor Available: Available

**Instructor/Advisor Role** | 1 of 1 | View All

Advisor Number: 1 | Percent of Appointment:  | **+** **-**

\*Academic Career: UGRD | Academic Career

Academic Program:

Academic Plan:

Academic Sub-Plan:

**Save** | **Return to Search** | **Previous in List** | **Next in List** | **Notify** | **Update/Display** | **Include History** | **Correct History**

Instructor/Advisor Table | [Approved Courses](#)

12. The new row displays.
13. In the **Instructor Details** section enter the following:
  - a. **Effective Date:** Use the default (current date) value initially.
  - b. **Status:** Will default to **Active**.
  - c. **Instructor Type:** Select from List. The values used are at the college discretion and have no bearing on pay.
  - d. **Academic Institution:** Enter or look up for the second institution.
  - e. **Primary Academic Org:** Select from the list associated with the selected institution.
  - f. **Instructor Available:** Select **Available**.
14. Select the **Save** button.

**Instructor/Advisor Table** | **Approved Courses**

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**Instructor Details** 1 of 2 | View All

\*Effective Date: 12/04/2019 \*Status: Active ☒ Advisor

\*Instructor Type: Lecturer

\*Academic Institution: WA171 Spokane CC

\*Primary Acad Org: 171SPOKANE Spokane Community College

\*Instructor Available: Available

**Instructor/Advisor Role** 1 of 1 | View All

Advisor Number: 1 Percent of Appointment:

\*Academic Career: UGRD Academic Career

Academic Program:

Academic Plan:

Academic Sub-Plan:

**Save** | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History | Correct History

Instructor/Advisor Table | Approved Courses

15. Select the **Correct History** button (*requires security access*).
16. Use the arrow icons in the **Instructor Details** ribbon to select the newly added record with the current Effective Date.
17. Edit the **Effective Date** to 01/01/1901.
18. Select the **Save** button.

**Instructor/Advisor Table** | **Approved Courses**

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**Instructor Details** 1 of 2 | View All

\*Effective Date: 01/01/1901 \*Status: Active ☒ Advisor

\*Instructor Type: Lecturer

\*Academic Institution: WA171 Spokane CC

\*Primary Acad Org: 171SPOKANE Spokane Community College

\*Instructor Available: Available

**Instructor/Advisor Role** 1 of 1 | View All

Advisor Number: 1 Percent of Appointment:

\*Academic Career: UGRD Academic Career

Academic Program:

Academic Plan:

Academic Sub-Plan:

**Save** | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History | **Correct History**

Instructor/Advisor Table | Approved Courses

19. Process complete.