Instructor Table Additions

In order for an instructor to be assigned to a class in the IRAL report, the instructor must have an Instructor ID. The Instructor ID is created and maintained in the instructor table. To add instructors to your department's instructor table, use the instructor add/change function on STAR.

To add an instructor in STAR, enter "I – Instructor Workload" from the main menu. Next, enter "IA – Instructor Add/Chg" and the quarter.

In the Instructor Add/change screen, fill in the Employee ID number and press Enter. On the next screen that appears (not pictured), there should be one entry with the instructor's name. Select "1" for the corresponding entry and press enter. If there is no name displayed, the instructor is not in the payroll system. You may want to verify their status with your department's business officer or with the payroll department. If there is more than one entry for the Employee ID number contact the Registrar's Office Scheduling Unit (x.3602). You will not be able to make changes to an instructor with a duplicate entry.

In the Instructor Update screen (above), the name, Employee ID number, sex and birth date should appear. To add the Instructor ID, follow the steps below:

1. Enter subject area(s) for the instructor.

2. If the instructor is approved for individualized instruction (i.e. independent studies/ delayed sectioning classes) and will need an instructor number, enter an "A" in the number field under the subject area(s) for which they will need an instructor number. This will supply the next available number for that subject area. (Note: teaching assistants should never be given an instructor number).

3. If the instructor will only be teaching for one quarter enter "Y" in the One Quarter Only field. If the default of "N" is left, the instructor's information will roll over to following quarters indefinitely.

4. When the fields have been completed, press enter to update. The Title Code will update to match that of the PPS Title Code. The Instructor ID will be generated based on the instructor's name and initials.   If an Instructor ID already exists in the table with the same last name and initials, a message will appear that the name is not unique and instruct you to contact the Registrar's Office. Contact the scheduling unit (x.3602) and the entry will be made manually.

To Change information on or remove an instructor from the instructor table, use the instructions above to enter the Instructor Update screen. Make necessary changes on the update screen.

To remove an instructor from your department, delete the subject area and instructor number. The instructor should no longer appear on your instructor table listing.

To remove an instructor number, delete the number under the subject area.