Assigning Faculty

Click to be Forwarded

Assigning 1 Faculty Member to a Section

- Assignments are made on the Meetings Tab.

- **ALWAYS check how many meeting patterns are on the section.**
  - On the "Meeting Pattern" section, look across that line to the "1 of X" section on the right.
  - if the "X" is NOT 1, then you have more than one meeting pattern and will have to assign a faculty to member to each & every meeting pattern.

Meeting Pattern #1:

Enter the 9-digit Empl ID Number or use the Magnifying Glass to search, in order to assign the correct faculty member.

Assignment Tab:

Instructors For Meeting Pattern							Personalize | Find | View All | 🗗 | 🔜	First ◀ 1 of 1 ▶ Last
Assignment	**Workload**	▦▶						
ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code	
00L_____ 🔍	Talsania,Bhavisha	Primary Instructor ▾	☑	Approve ▾		0 🔍		➕ ➖

- Instructor Role = Primary Instructor
- Print = ON (Checked)
- Access = Approve
- ==NEW for Fall 2024== Employee Record Number (Empl Rcd Nbr)

   1. Click on the Magnifying Glass - All available options for the Assigned Instructor will show as different rows.

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	1131	PRES Institutional Research	5783	Assoc. Acad & Instit Studies 2	Emp	Active
6	1023	CSTEM Mathematics Program	2358	Lecturer AY	Emp	Active

   2. Select the row that has one of the <u>Job Codes/Job Titles listed in the table</u> below.
      - o If more than one exists, select the row that has the Department ID for the class.

Job Code	Job Title	Job Code	Job Title	Job Code	Job Title
2403	FT Faculty Unit-Addtl Emplymt	1150	Instr Stdnt Asst	2365	Music Studio Instr Faculty
2360	Instr Fac AY	2359	Lecturer 12 Mo	2354	Teaching Associate AY
2322	Instr Fac,Spcl Pgms-For Credit	2358	Lecturer AY	2357	If Summer Session Extension

Workload Tab:

Instructors For Meeting Pattern								Personalize | Find | View All | 🗗 | 🔜	First ◀ 1 of 1 ▶ Last
Assignment	**Workload**	▦▶							
ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %		
000024853 🔍	IFF ▾	487 - MATH 🔍	☑	100.0000		☑		➕	➖

- Select the Workload tab and make sure Assign Type = IFF

ALWAYS check how many meeting patterns are on the section.

## ALWAYS check how many meeting patterns are on the section.
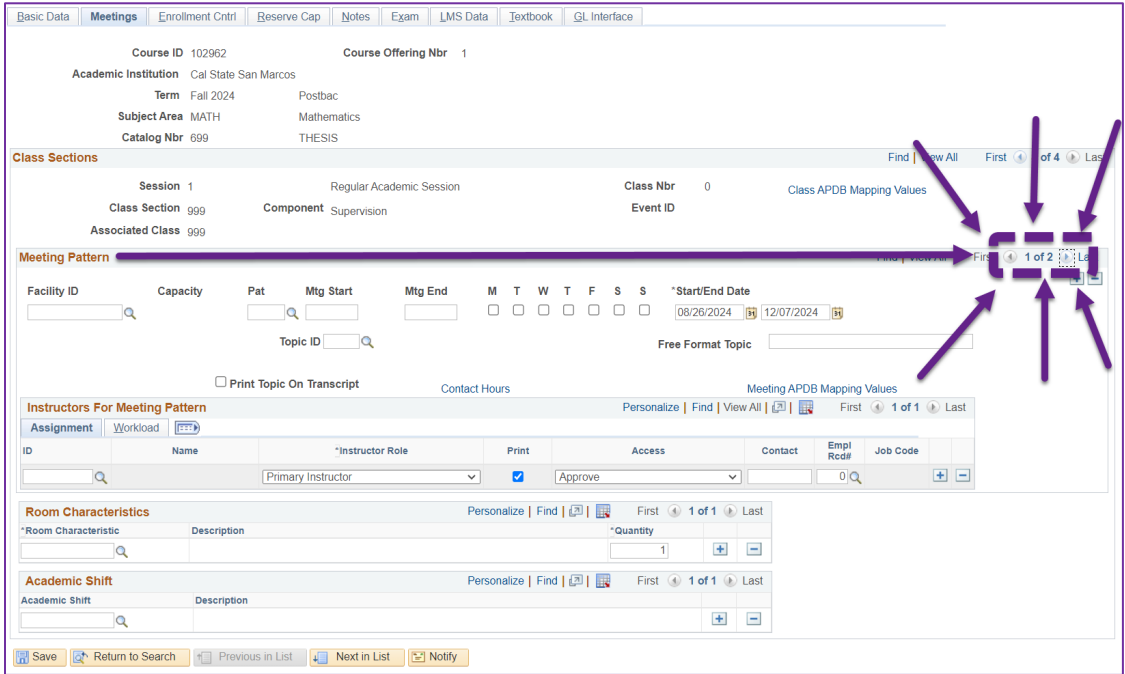
- On the top right-hand side of the Meeting Patterns section, the number of meeting patterns will be shown.
- If there is more than 1 meeting pattern, the faculty member needs to be assigned to each one.
- PSoft automatically defaults to View 1, it recommended that "View All" is always selected.

Meeting Pattern #2 and beyond:

Enter the 9-digit EmplID Number or use the Magnifying Glass to search, in order to assign the correct faculty member.

Assignment Tab (SAME AS Meeting Pattern #1)
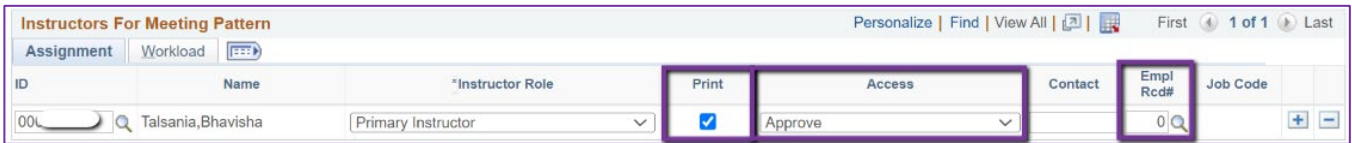
- Instructor Role = Primary Instructor
- Print = ON (Checked)
- Access = Approve
- NEW for Fall 2024 Employee Record Number (Empl Rcd Nbr)

3. Click on the Magnifying Glass - All available options for the Assigned Instructor will show as different rows.

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	1131	PRES Institutional Research	5783	Assoc. Acad & Instit Studies 2	Emp	Active
6	1023	CSTEM Mathematics Program	2358	Lecturer AY	Emp	Active

4. Select the row that has one of the <u>Job Codes/Job Titles listed in the table</u> below.
   o If more than one exists, select the row that has the Department ID for the class.

Job Code	Job Title	Job Code	Job Title	Job Code	Job Title
2403	FT Faculty Unit-Addtl Emplymt	1150	Instr Stdnt Asst	2365	Music Studio Instr Faculty
2360	Instr Fac AY	2359	Lecturer 12 Mo	2354	Teaching Associate AY
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Workload Tab:

- **(DIFFERENT than Meeting Pattern #1)**: Select the Workload tab and change Assign Type = Not Includ

Assigning MORE THAN 1 Faculty Member to a Section

1. Click the "+" button on the right side of the Assignment portion and a new row will appear:

2. Add the additional faculty to the new row: Enter the 9-digit EmplID Number or use the Magnifying Glass to search, in order to assign the correct faculty member.

Assignment Tab:

- (**DIFFERENT**) Instructor Role = **Secondary Instructor**
- Print = ON (Checked)
- Access = Approve

- <mark>NEW for Fall 2024</mark> **Employee Record Number (Empl Rcd Nbr)**

    1. Click on the Magnifying Glass - All available options for the Assigned Instructor will show as different rows.

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	1131	PRES Institutional Research	5783	Assoc. Acad & Instit Studies 2	Emp	Active
6	1023	CSTEM Mathematics Program	2358	Lecturer AY	Emp	Active

    2. Select the row that has one of the <u>Job Codes/Job Titles listed in the table</u> below.
        o   If more than one exists, select the row that has the Department ID for the class.

Job Code	Job Title	Job Code	Job Title	Job Code	Job Title
2403	FT Faculty Unit-Addtl Emplymt	1150	Instr Stdnt Asst	2365	Music Studio Instr Faculty
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2322	Instr Fac,Spcl Pgms-For Credit	2358	Lecturer AY	2357	If Summer Session Extension

Workload Tab:

Instructors For Meeting Pattern   Personalize | Find | View All | 🔼 | 🖬   First ◀ 1-2 of 2 ▶ Last

Assignment | **Workload** | 🔳

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %		
🔍	IFF ▾	487 - MATH 🔍	☑	50.0000		☑		➕	➖
🔍	IFF ▾	487 - MATH 🔍	☑	50.0000		☑		➕	➖

- Go to the "Workload" tab
- Adjust the **Load Factor** so that the sum of the two rows is 100: Can be 50/50, 75/25, 100/0, etc.

Repeat this process for additional meeting patterns, remembering that all following meeting patterns need to have "Assign Type: Not Includ."

SPECIAL CASE: Assigning 2 Faculty Member to a Section (1 to each Meeting Pattern)

This can be the case if the class content or days are co-taught by 2 faculty members.

Examples:

- One can handle the online portion of the class and the other handles the in person portion, or
- They split the semester, or
- Other divisions of the class labor that can be indicated by separate meeting pattern assignments.

Faculty are assigned to their meeting pattern, as if they were the single assignment. However, the only difference for these to is under the workload tab for both.

Go to the "Workload" tab on both meeting patterns

- The Assign Type for BOTH will be = IFF
- Adjust the **Load Factor** for both faculty so that the sum of the two is 100: Can be 50/50, 75/25, 100/0, etc.

Troubleshooting

Faculty does not see the class in their Faculty Center:
- They may be looking at the wrong term.
- Faculty is not assigned to the course.

Faculty does not see all meeting patterns in their Faculty Center.
- Faculty is not assigned to every meeting pattern.

Faculty cannot see their class roster,
- Access has not been set to "Approve"
- Faculty is not assigned to the course.
- The wrong EmplID Nbr has been assigned.

Faculty cannot see their permission numbers.
- Access has not been set to "Approve"
- There are no permission numbers.

Faculty name does not appear in the search or the assignment box turns red when entering the EmplID Nbr.
- Submit the New Faculty (Instructor/Advisor Table) Form available on the Academic Scheduling Forms page: csusm.edu/acdsched/schedulingforms.html
- Make sure the EmplID Nbr is correct.
- Make sure you are using the legal name of the Faculty in the search. NOTE: When addressing someone, please use their preferred name. The preferred name is what is shown on the public schedule.

Assignment options are greyed out.
- The class is combined or cross-listed with another classes, use the Schedule Class Meetings page to make the assignment.

Faculty cannot get into their Cougar Course(s).
- Faculty is not assigned to the course.
- The wrong EmplID Nbr has been assigned.
- Once faculty are assigned, it can take up to 24 hours before they can see their Cougar Course container. Cougar Course containers are not processed until the Class Schedule is live for the term.

Faculty are having issues with their Cougar Course(s).
- If there are any other issues with Cougar Courses, please refer the faculty member to cchelp@csusm.edu. Academic Scheduling does not handle Cougar Courses.

Timeline for Assignments

During Schedule Build, assign faculty on the following pages:
- Maintain Schedule of Classes
- Schedule New Course
- Schedule Class Meetings

After Schedule Build through the end of the semester, you can do so on the following page:
- Schedule Class Meetings page