

## *About the Instructor/Advisor Table*

The Instructor/Advisor table is used to setup instructors, advisors, and proxy graders, etc. and to define security access. This enables an individual to be associated with a given subject area. Departments will modify or make additions to the Instructor/Advisor table as needed.

Instructor Details		Find   View All	First	1 of 1	Last
*Effective Date:	12/17/2009	*Status:	Active	<input type="button" value="+"/> <input type="button" value="-"/>	
*Instructor Type:	Instructor	<input checked="" type="checkbox"/> Advisor			
*Academic Institution:	SMETH	Southern Methodist University			
*Academic Organization	Dedman College	Study Field	DC-GE		
*Instructor Available:	Available				
Instructor/Advisor Security Type					
Instructor Security type	Full Faculty	<input type="button" value="+"/> <input type="button" value="-"/>			
Last Updated by	SRAMA	Last Update Date/Time	12/17/09 6:03:16PM		
Instructor/Advisor Role		Find   View All	First	1 of 1	Last
Advisor Number:	1	Percent of Appointment:		<input type="button" value="+"/> <input type="button" value="-"/>	
*Academic Career:	<input type="text"/>				
Academic Program:	<input type="text"/>				
Academic Plan:	<input type="text"/>				
Academic Sub-Plan:	<input type="text"/>				

### **Effective Date**

- You must enter a new effective dated row whenever updating instructor information in the Instructor/Advisor Table.
- Remember, the effective date needs to always be on or before the start of the term, so it is important to remember to backdate any instructor that you are setting up after a term has begun.

### **Status**

- The status will almost always be left as Active. You should add a new effective dated row and change the status from Active to Inactive whenever an Instructor is no longer teaching at the university. If an instructor is still teaching at the university, but no longer teaching in your subject area, you can add a new effective dated row and then remove your subject area from the Approved Course page only.

<b>Instructor Type</b>	<b>Definition</b>
Adjunct	Part-time faculty position; one-half teaching load on a contractual basis; non-benefits eligible
Advisor only	Faculty or staff serving in an advisory capacity only and has no teaching responsibilities
Assistant professor	Regular benefits eligible, tenure-track position; excludes visiting professors
Associate professor	Regular benefits eligible, tenured or on tenure-track position; excludes visiting professors
Emeritus	Previously tenured faculty member who retired and has returned to teach or fulfill other academic responsibilities
Graduate teaching assistant	A graduate student who has primary, secondary, or teaching assistant role in the classroom; non-contractual; not qualified as adjunct
Non-tenure track	Regular benefits eligible non-tenure track position, including lecturer, senior lecturer, in-residence, instructor, research, clinical/technical, and professor of practice. (excludes visiting professors)
Professor	A regular benefits eligible, tenured position of the full professor rank. (excludes visiting professors)
Teaching administrative aid	Typically a teaching assistant role; listed as a coordinator or for administrative purposes (such as entering grades, overseeing the class schedule, etc.)
Visiting	A faculty member of any rank or tenure status, who is visiting, regardless of length of contract

### **Advisor Checkbox**

- Remember to check this box if the instructor you are setting up will also be advising students.

### **Academic Organization**

- The Academic Organization is limited to Schools only. If the instructor teaches in multiple schools, this field should be used to reflect the instructor's primary school. Once initially set up, this field will be greyed out. If changes need to be made after initial set-up, please contact the Manager of Academic Scheduling.

### **Study Field**

- This field will be used to indicate the instructor's primary subject area. The field is sorted first by school, then by subject area. As with the Academic Organization field, it should be used to reflect the instructor's primary subject area whenever an instructor teaches multiple subjects. Once set up initially, the field will be greyed out. If changes need to be made, please contact the Manager of Academic Scheduling.

## Instructor Security Type:

Full Faculty
Limited
Not Applicable
SR Proxy

- The instructor security type defines security needed in Access.SMU. The only difference between Full Faculty and Limited security types is that the Full Faculty type allows the instructor to view New/Drop-In Advisee student information, and the Limited security type does not. The Not Applicable type generally only applies to “generic” instructors (i.e. STAFF, TBA).
- You must select one of the four security types in order to save your Instructor Advisor table changes. You will see a pop-up warning message if you attempt to save without completing this field. Once initially set-up, this field will be greyed out.