

Faculty Assignment Job Aid

The purpose of this document is to assist you with faculty assignment information in BANNER and CourseLeaf CLSS. It is imperative that faculty assignments be entered completely and correctly by the time the semester starts. If errors are made in entering this information, the faculty workload reported to the state and faculty assignments reported to SACSCOC (UTSA's accrediting agency) will be incorrect.

BANNER ID'S FOR FACULTY

All faculty members must have a BANNER ID. Network and BANNER IDs are automatically created when faculty assignment information is submitted and final approved through PeopleSoft. The system will automatically send an email to the hiring manager with instructions on how to activate the new account.

If you determine that a faculty member has multiple BANNER ID's, create a ticket through Tech Café at techcafe@utsa.edu.

LOGGING IN TO BANNER

To log into BANNER, you must first have a user account. To establish a user account or to modify your existing account, fill out a SIS Security Access Request Form at <https://www.utsa.edu/enrollment/sissecurity/access/>.

You will be notified via email when your account is set up in BANNER. To aid you in navigating the system, you should review the BANNER 9 Application Navigator at the link below:

<https://www.utsa.edu/techsolutions/files/images/banner9.app.guide.pdf>.

FACULTY INFORMATION SCREENS

There are four screens in BANNER that are pertinent to faculty reporting and credentialing: SPAIDEN, SIAINST, SSASECT, and SIAASGN. These screens are used to capture faculty information and scheduled teaching information (courses taught by term, percent responsibility for the course, primary instructor, enrollment numbers, and semester credit hours).

- **SPAIDEN** contains a faculty member's personal information, such as name, address, telephone, e-mail, etc.
 - Do not update any information in SPAIDEN. All information in SPAIDEN is pre-loaded from PeopleSoft.
 - Verify that all information is correct in SPAIDEN. Faculty information should be kept up-to-date and accurate.
 - If required information is blank in SPAIDEN or incorrect, faculty can utilize the Employee Self Service feature in PeopleSoft to update pertinent information. This information will refresh overnight to BANNER. The Office of People Excellence can also assist with updating this information. You can send an email to HR@utsa.edu or call 210-458-4250 for assistance.
- **SIAINST** is used to activate faculty so that they can be assigned to courses in CLSS (or SIAASGN). When updating this form, you must:
 - Make sure that the **From Term** matches the current term at the top of the screen. This is the effective term of the change.
 - Update the faculty member's status. Select "Active" if they will be assigned to courses. A faculty member should be made inactive once his/her teaching assignment ends.
 - Select the **Faculty** box.

- Click on the dropdown arrow by **Category** and select the appropriate **faculty title** for the faculty member from the dropdown menu. **See more about faculty titles below.**
- The class schedule is created and faculty are assigned in CourseLeaf CLSS, then uploaded to **SSASECT**. Class Schedule training is offered by the Registrar's office.
 - If two or more instructors are assigned to the same course, only one can be primary instructor. The primary instructor must be qualified to teach the course. See the Faculty Credentials page at <https://provost.utsa.edu/cia/accreditation/credentials.html> for more information about faculty qualifications. **TAI's cannot be primary instructor for a course.**
 - For faculty reporting purposes, the important thing to remember when creating your class schedule is that the total percent responsibility for a course must not total more or less than 100% (i.e., two instructors cannot both be given 100% responsibility for the same course). Percent responsibility can be divided between multiple instructors. Examples: 20%, 40%, and 40%; 70% and 30%; 50% and 50%; 90% and 10%; or even 100% and 0%.
 - Percent responsibility should be based on the amount of work that the instructor is doing in the course. For example, an instructor supervising the course might have a 5% responsibility while the TAI might have a 95% responsibility because they are in the classroom the majority of the time.
- **SIAASGN** may also be used to assign courses to a specific faculty member. If using SIAASGN to assign faculty, the updates will be automatically pushed to CLSS and SSASECT. To assign a course to a faculty member:
 - Enter the five-digit **CRN** or Course Number. The remainder of the information for that course will generate automatically from the course information system in BANNER.
 - Select the Primary Instructor box. If two or more instructors are assigned to the same course, only one can be primary instructor. The primary instructor must be qualified to teach the course (see the Faculty Credentials page link above). **TAI's cannot be primary instructor for a course.**
 - Remember, the total percent responsibility cannot be more or less than 100% regardless of how many instructors are assigned.

FACULTY TITLES

[HOP 2.02 Faculty Appointments and Titles](#) lists the current faculty titles that can be used for faculty assignments and provides guidelines for the types of courses those titles can teach. Please follow HOP 2.02 guidelines and Faculty Credentialing guidelines when assigning faculty to courses.

- Faculty titles should match the title used in the faculty member's PeopleSoft assignment.
- UTSA staff assigned to courses must be given a faculty title and assignment in PeopleSoft.
 - Consult with your department chair on what faculty title should be used. Complete a 0% assignment for that faculty title in PeopleSoft. For example, a fulltime staff member in the title of Director at 100% would need to be given another PeopleSoft assignment at 0% for teaching a course (i.e., 0% Lecturer).
 - Check the SIAINST screen and make sure that their faculty title is selected under **Category** and not their staff title. This is very important!