Quick Reference: Instructor/Advisor Updates

Instructors can be assigned to classes only if they are affiliated in the Instructor/Advisor table with the department that owns the subject.

As a rule, whenever a new instructor is identified, or an existing instructor needs to be assigned to a particular department’s class for the first time, the Instructor/Advisor table will need to be updated to identify that relationship. Most new faculty will be identified and assigned to the appropriate department automatically through an interface with the HR system, but manual updates may be needed, such as for graduate students who become Teaching Fellows or for current faculty teaching in a new department for the first time.

Note: For details regarding assigning appropriate instructor role or grade level access in the Schedule of Classes, consult FAS Guidelines for Courses document posted on the Catalog Coordinators page of the Registrar’s website.

Identify a New Instructor

Navigation: CURRICULUM MANAGEMENT > INSTRUCTOR/ADVISOR INFORMATION > INSTRUCTOR/ADVISOR TABLE

Enter a HUID or name to locate the person. The Instructor/Advisor Table tab identifies high-level information about the individual.
• **Effective Date:** The system will default the current system date; overwrite if necessary to ensure that the entry is effective *prior* to the first day of the desired semester.

• **Status:** Active

• **Instructor Type:** Instructor

• **Advisor:** check this box if the instructor will also be assigned as a student advisor

• **Academic Institution:** HRVRD

• **Primary Acad Org:** acad org with which the instructor is primarily affiliated (informational only)

• **Instructor Available:** Available

• **Instructor/Advisor Role:** leave the fields in this box empty

On the **Approved Courses** tab, list each academic organization for which the instructor is authorized to teach.

When data have been entered, click “Save”. 
Update an Existing Instructor

To make changes to an existing instructor/advisor record, add a new effective dated row on the Instructor/Advisor Table tab. The system will default the current system date; overwrite if necessary to ensure that the change is effective *prior* to the first day of the desired semester.

- Update any values on the tab as necessary
- When an instructor leaves Harvard and will no longer be teaching at the university, change the Status to “Inactive”

On the Approved Courses tab, add or remove rows to update the academic organizations.

- Add a new row when the instructor is being authorized to teach in a new department
- Delete an existing row to remove an Acad Org in which the instructor is no longer authorized to teach

When all changes have been made, click “Save”.

**If you cannot locate a particular instructor in the Instructor/Advisor table, this likely means that the appointment has not been processed yet. Please confirm the processing of the appointment in question, and then contact Courses at courses@fas.harvard.edu for further troubleshooting.**