REQUIRED SECURITY

The **Academic Credential Specialist** role must be assigned at the Academic Unit Hierarchy level for the individual's home supervisory organization in order to designate instructor eligibility for a faculty member.

INSTRUCTOR ELIGIBILITY PRE-REQUISITES

Instructor Eligibility requirements:

- A current, not expired **academic appointment** in the specific academic unit that the course will be taught in must be loaded for the faculty member
- The faculty member's **education, official transcripts of highest degree completed, and CV** must be loaded into Workday.
- If applicable, the **alternative credential** document must be approved and attached to the worker's documents in Workday.

INSTRUCTOR ELIGIBILITY TERMINOLOGY

Instructor Roles:

- **CM Primary Course Instructor:** The faculty member that will assign grades for a specific course.
- **CM Course Instructor:** The additional instructor on a course that teaches with the Primary Course Instructor, or is the instructor on the laboratory or recitation section of the course
- **CM Teaching Assistant:** The Teaching Assistant for a course

SUMMARY

The Instructor Eligibility Task is used to specify which courses an instructor is eligible to teach. It is designated at the course subject and is reviewed by Academic Affairs. In order to assign a worker as instructor of record, they must have that course designated in the Instructor Eligibility task.

Instructor Eligibility is a subprocess of the academic appointment, and the academic appointment **MUST** be added prior to designating instructor eligibility.

INITIATING DESIGNATE INSTRUCTOR ELIGIBILITY

Initiating the task to designate Instructor Eligibility
1. Can be loaded as a **subprocess** of an academic appointment:
    a. Once an academic appointment is submitted and approved, the Designate Instructor Eligibility task will route to the department's Academic Credential Specialist in Workday. This task is automatically triggered from the initial hire or end academic appointment in Workday.
    <div align="center">**OR**</div>
2. Can be loaded as a **standalone** Designate Instructor Eligibility task:
    a. In the Workday search box, search for Designate Instructor Eligibility and select the task.
        i.   Enter the Academic Appointee in the field.
        ii. Enter the Effective Date as the day which the eligibility should take effect. This date can be back dated as needed.
        iii. Click OK

ENTERING INFORMATION IN DESIGNATE INSTRUCTOR ELIGIBILITY TASK

Once initiating the Designate Instructor Eligibility task through the academic appointment subprocess or a standalone action, complete the following fields:
1. **Academic Appointment Track** (REQUIRED ON STANDALONE) - Select the appropriate academic appointment
2. **Instructor Roles** (REQUIRED) – For the course being entered, please select any roles for which the instructor is eligible.
3. **Academic Unit** (REQUIRED) – Please enter the owning unit of the course being entered.
4. **Academic Levels** (REQUIRED) - Please select the level of the course being entered.
5. **Course Subjects** (REQUIRED) - Please enter the subject of the course being entered.
6. **Courses** (REQUIRED) - Please enter the course(s) the faculty member is eligible to teach.
7. Delivery Modes (OPTIONAL) - Please enter the modes by which the instructor is eligible to teach the course being entered. Leave BLANK to allow ALL modes.
8. Course Tag – MUST BE LEFT BLANK
9. **Locations** (REQUIRED) - Please enter the location at which the faculty member is eligible to teach the course being entered.
10. Educational Taxonomies – MUST BE LEFT BLANK
3. Click **Approve**

Please ensure that each of the required fields are entered. Failure to follow these instructions will result in the Designate Instructor Eligibility task being <u>automatically canceled by the system</u>. You would then be required to reinitiate the Designate Instructor Eligibility task.

NOTIFICATION: DESIGNATE INSTRUCTOR ELIGIBILITY

To confirm if the Designate Instructor Eligibility was successfully submitted, please refer to the Notifications in Workday.

1. If all required fields are entered accurately, the instructor eligibility will be submitted successfully. At this point, the Academic Appointee may now be assigned as the instructor of record.
2. **If a required field is left blank or the course information is incorrect, the instructor eligibility will be canceled. A notification will be received within the Workday Notifications section that the information entered was incomplete. At this point, please resubmit the Designate Instructor Eligibility task and be sure to follow the requirements.**

RESUBMITTING THE DESIGNATE INSTRUCTOR ELIGIBILITY TASK

If the Instructor Eligibility notification was incomplete and automatically canceled, the Designate Instructor Eligibility task will need to be initiated as a standalone process. Please refer to the "**Initiating Designate Instructor Eligibility**" section within this job aid for the standalone process.

REMOVING INSTRUCTOR ELIGIBILITY

To remove instructor eligibility, please refer to the "**Initiating Designate Instructor Eligibility**" section within this job aid to initiate the task.

To remove **one course** for an Instructor of Record:
1. Select the remove row on the course to be removed
2. Click OK

To remove **all courses** for an Instructor of Record:
1. Click the Inactive check box *PLEASE NOTE THAT THIS WILL REMOVE **ALL** COURSES FROM INSTRUCTOR ELIGIBILITY*
2. Click OK

Clicking the "Inactive" check box will remove the instructor' eligibility as of the select effective date for all course subjects. Only use this checkbox when the instructor no longer needs eligibility.