



The Instructor/Advisor Table

In order to assign a person as an instructor for one of your classes they must be in the Instructor/Advisor Table, they must have an **Active** status, the **Effective Date** must be before the start of the Term that you are assigning them to and your department must be in the list of **Acad Orgs** on the **Approved Courses** page.

New faculty are initially setup by Human Resources to be associated with the hiring department.

Navigation:

Curriculum Management > Instructor Advisor Information > Instructor/Advisor Table

Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value

ID:


Campus ID:

National ID:

Last Name:

First Name:

Include History Correct History

[Basic Search](#)  [Save Search Criteria](#)

Enter the person's **Stony Brook ID** and click **Search**.

If you do not know their Stony Brook ID, enter their **Last Name and First Name** and click **Search**. Note: Some people may have the same first and last names. The most accurate way to search is with the Stony Brook ID.

Instructor/Advisor Table [Approved Courses](#)

Shannon Stagman 100450204 ★

Instructor Details Find | View All First 1 of 1 Last

*Effective Date: 08/23/2007 *Status: Active

*Instructor Type: Advisor

*Academic Institution: USBNY SUNY at Stony Brook

*Primary Acad Org: POLISCI Political Science

*Instructor Available: Available

Instructor/Advisor Role Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment:

*Academic Career:

Academic Program:

Academic Plan:

Academic Sub-Plan:

On this page you are viewing the most current Effective Dated row. You do not have to change anything on this page.

The **Primary Acad Org** is the department that was assigned when the person was hired.



Click the **Include History** button and then click **View All** if you would like to view all of the history rows.

Click the **Approved Courses** tab to view the list of departments (**Acad Org**) that this person is approved to teach courses for.

The screenshot shows a web application interface with the following elements:

- Navigation:** 'Instructor/Advisor Table' and 'Approved Courses' tabs.
- Header:** 'Shannon Stagman' and '100450204' with a star icon.
- Instructor Details:** A section with fields for 'Effective Date' (08/23/2007), 'Status' (Active), 'Instructor Type' (Advisor), 'Academic Institution' (USBNY, SUNY at Stony Brook), and 'Primary Acad Org' (POLISCI, Political Science).
- Course Description Table:** A table with columns: 'Seq Nbr', '*Acad Org', 'Subject Area', 'Course ID', 'Offer Nbr', 'Catalog Nbr', and 'Campus'. The first row shows '1' in 'Seq Nbr' and 'POLISCI' in '*Acad Org'. A search icon is next to 'POLISCI'. A red box highlights a '+' button in the 'Campus' column.
- Footer:** Buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Update/Display', and 'Include History'.

If your department is not listed you must add it by doing the following:

- Go back to the first page, click in the **Effective Date** field and click the  **Add a New Row** button. Make sure the Effective Date is before the start of the Term.
- Then click the **Approved Courses** tab
- Click the  **Add a new Row** button on this page
- Select your **Acad Org**
- Click the **Save** button