How to enter/update SIAINST information for Faculty and Advisors

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The SIANST Form

1. Log into Banner Admin pages.

2. Go to SIAINST.

3. Enter the person's Banner ID and the current term.

4. Click Go.

New hire with **no record** in SIAINST

1. Enter AC in the status field.

2. The status date will populate with today's date. Change the date to reflect the hire date of the New Hire by clicking the calendar icon to the right of the Status Date field.

3. If the New Hire is a faculty member, click the Faculty AND Advisor check boxes. If the new hire is an Advisor ONLY check the Advisor check box.

4. For Faculty, enter the Category field. This field represents the academic rank of title for the individual's instructional role. For new hires, select the rank or title that they are being hired into. For example, Assistant Professor (AASST).

- If the individual you are adding is an instructor but is not a faculty member, enter their category as TINST (Teaching Instructor). For example, Academic Advisors teaching COAD 1000 should be TINST.

- If the individual you are adding is a Graduate Teaching Assistant, enter their category as GTA (Graduate Teaching Assistant).

- If the individual you are adding is an instructor but not an ECU employee (i.e., unpaid affiliates), enter their category as ADJINS (Adjunct Instructor).

- If the individual you are adding is only an advisor, the category should be left blank.

5. Click the Next block button at the bottom of the screen

6. For all instructors (checked as Faculty), enter the College and Department where they are being hired or will be teaching.

7. Check the Home box and enter 100 in the Percentage field.

8. Click the Next block button at the bottom of the screen

9. Click the Save button.

Updating an Existing Faculty with a new rank or title.

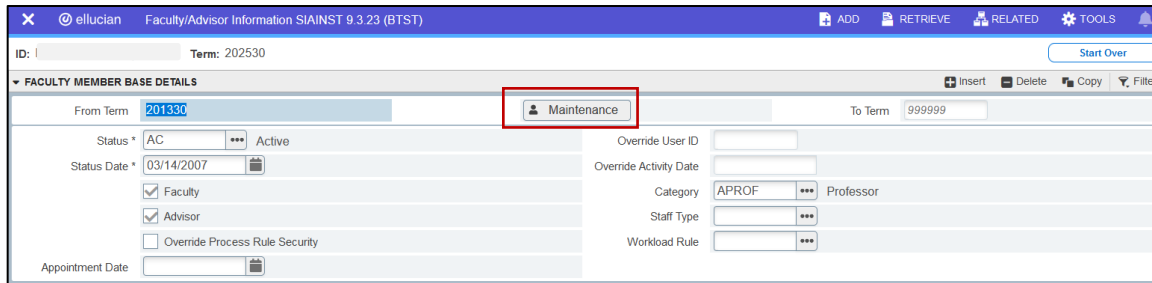1. In the Key block, enter the term code in which the updates will be effective.

2. Click the Go button.

3. Click the Maintenance Button.
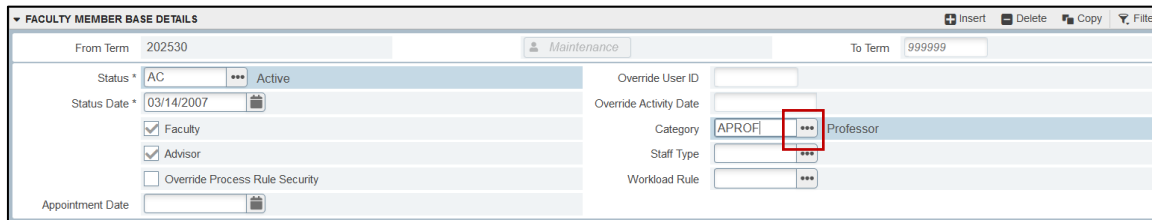
4. Click the Category search button.
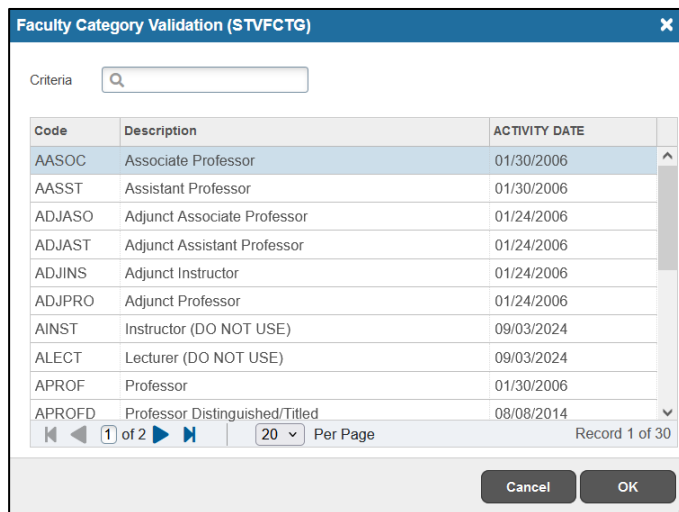
5. Select the new rank or title and click the OK button.
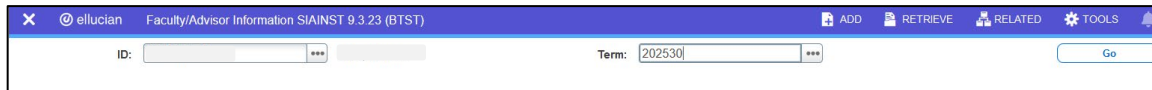
6. Click the Save button.

Updating an Existing Faculty with new College and/or Dept.

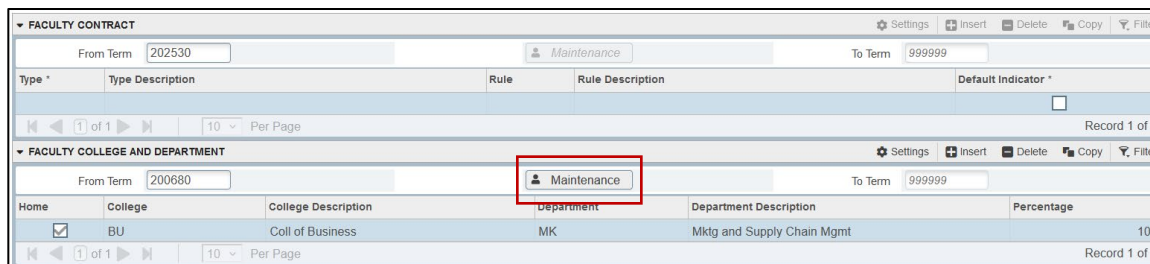1. In the Key block, enter the term code in which the updates will be effective.

2. Click the Go button.

3. Click the Next block button at the bottom of the screen **two times**.

3. Click maintenance button
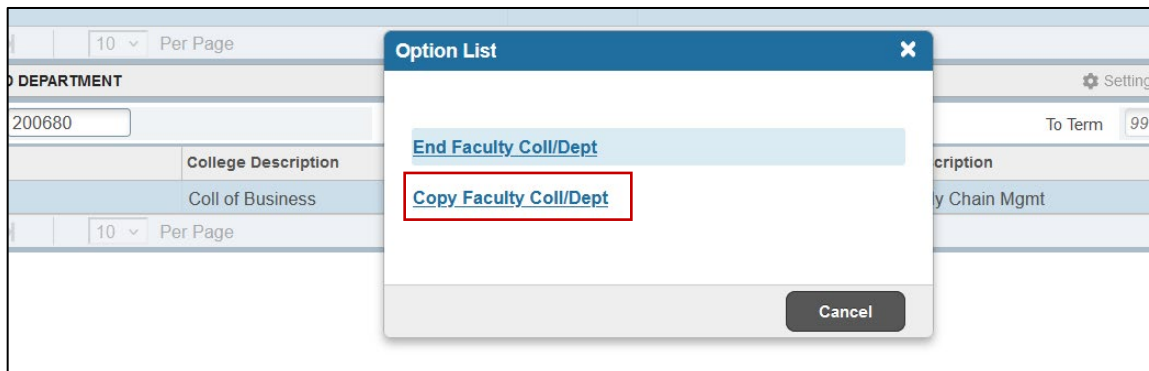
4. Click Copy Faculty Coll/Dept link.

5. Make updates to the College and/or Dept.

6. Make sure the Home box is checked, and the Percentage field is 100.

7. Click the Save button.