



How to enter/update SIAINST information for Faculty and Advisors

[The SIAINST Form](#) | [New hire with **no record** in SIAINST](#) | [Updating an Existing Faculty with a new rank or title](#) | [Updating an Existing Faculty with new College and/or Dept](#)

The SIAINST 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.

- 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.

- 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.

- Click the Next block button at the bottom of the screen



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

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

Home	College	College Description	Department	Department Description	Percentage
<input checked="" type="checkbox"/>	AS	Coll of Arts and Sciences	BI	Biology	100

- Click the Next block button at the bottom of the screen



- 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.

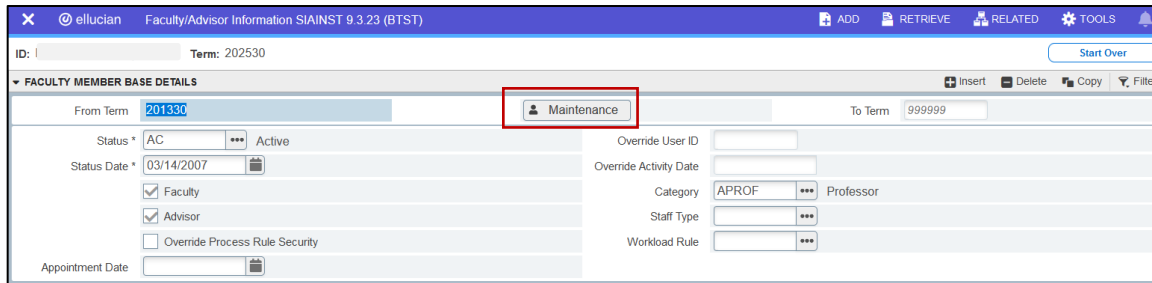


Faculty/Advisor Information SIAINST 9.3.23 (BTST)

ID: [] Term: 202530 [] Go

2. Click the Go button.

3. Click the Maintenance Button.



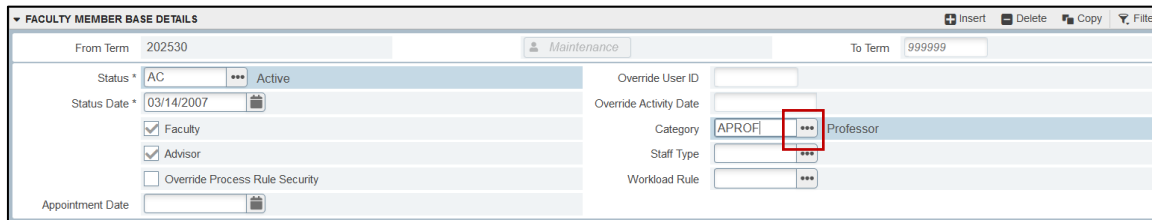
Faculty Member Base Details

From Term: 201330 Maintenance To Term: 999999

Status: AC Active
Status Date: 03/14/2007
Faculty [checked]
Advisor [checked]
Appointment Date: []

Override User ID: []
Override Activity Date: []
Category: APROF Professor
Staff Type: []
Workload Rule: []

4. Click the Category search button.



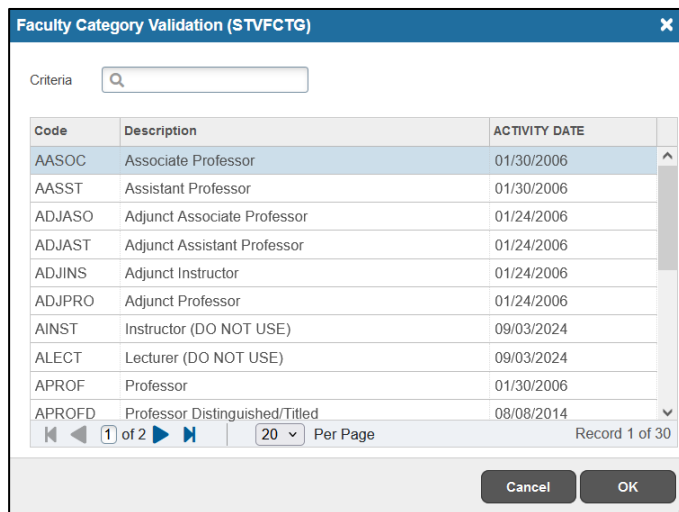
Faculty Member Base Details

From Term: 202530 Maintenance To Term: 999999

Status: AC Active
Status Date: 03/14/2007
Faculty [checked]
Advisor [checked]
Appointment Date: []

Override User ID: []
Override Activity Date: []
Category: APROF Professor
Staff Type: []
Workload Rule: []

5. Select the new rank or title and click the OK button.



Faculty Category Validation (STVFCG)

Criteria: []

Code	Description	ACTIVITY DATE
AASOC	Associate Professor	01/30/2006
AASST	Assistant Professor	01/30/2006
ADJASO	Adjunct Associate Professor	01/24/2006
ADJAST	Adjunct Assistant Professor	01/24/2006
ADJINS	Adjunct Instructor	01/24/2006
ADJPRO	Adjunct Professor	01/24/2006
AINST	Instructor (DO NOT USE)	09/03/2024
ALECT	Lecturer (DO NOT USE)	09/03/2024
APROF	Professor	01/30/2006
APROFD	Professor Distinguished/Titled	08/08/2014

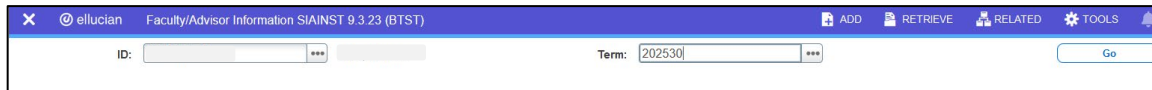
1 of 2 Per Page 20 Record 1 of 30

Cancel OK

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.



Faculty/Advisor Information SIAINST 9.3.23 (BTST)

ID: [] Term: 202530

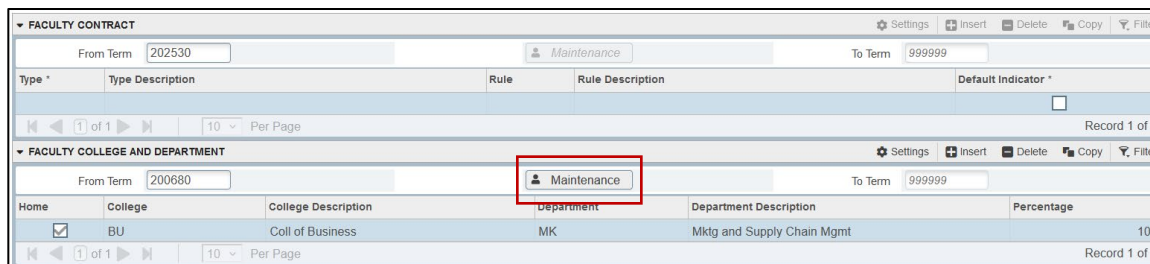
Go

2. Click the Go button.

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



3. Click maintenance button



▼ FACULTY CONTRACT

From Term: 202530 To Term: 999999

Type * Type Description Rule Rule Description Default Indicator *

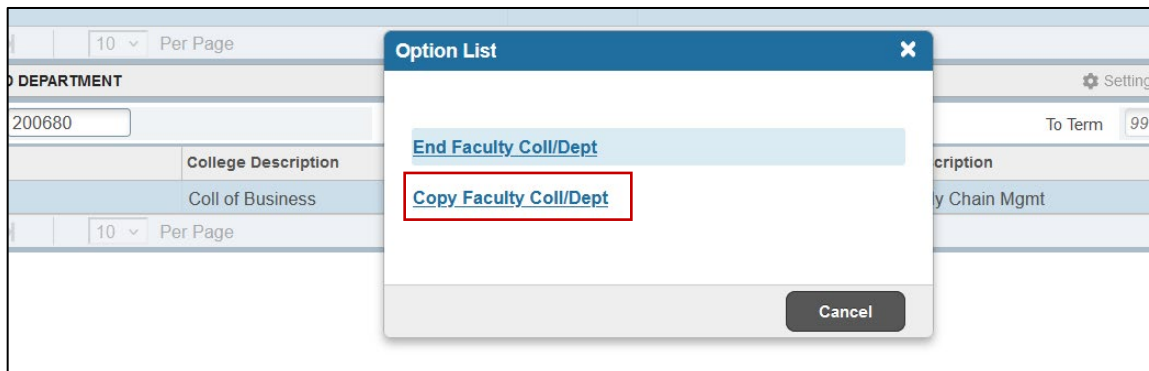
▼ FACULTY COLLEGE AND DEPARTMENT

From Term: 200680 To Term: 999999

Home College College Description Department Department Description Percentage

BU Coll of Business MK Mktg and Supply Chain Mgmt 100

4. Click Copy Faculty Coll/Dept link.



10 Per Page

DEPARTMENT

200680

College Description

Coll of Business

10 Per Page

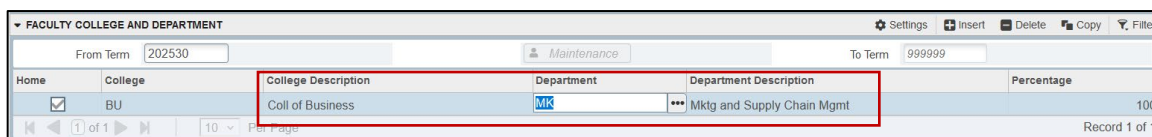
Option List

End Faculty Coll/Dept

Copy Faculty Coll/Dept

Cancel

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



▼ FACULTY COLLEGE AND DEPARTMENT

From Term: 202530 To Term: 999999

Home College College Description Department Department Description Percentage

BU Coll of Business MK Mktg and Supply Chain Mgmt 100

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

7. Click the Save button.