

# How to enter/update SIAINST information for Faculty and Advisors

<u>The SIAINST Form</u> | <u>New hire with **no record** in SIAINST</u> | <u>Updating an Existing Faculty with a new rank or title</u> | <u>Updating an Existing Faculty with new College and/or Dept</u>

#### The SIANST Form

- 1. Log into Banner Admin pages.
- 2. Go to SIAINST.
- 3. Enter the person's Banner ID and the current term.

×	Ø ellucian	Faculty/Advisor Information SIAINST 9.3.23 (PBAN)			🔒 ADD	🖺 RETRIEVE	🛃 RELATED	🏶 TOOLS	٤
	ID:		Term:	•••				Go	

4. Click Go.

### New hire with **no record** in SIAINST

1. Enter AC in the status field.

▼ FACULTY M	EMBER BASE I	DETAILS			 			🖶 Insert	Delete	Copy	🔍 Filter
	From Term	202330	A Maintenance	]		To Term	999999				
	Status *			Override User ID							
S	tatus Date *			Override Activity							
				Date							
		Faculty		Category	•••						
		Advisor		Staff Type	•••						
		Override Process Rule Security		Workload Rule	•••						
Appoint	ment Date										

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.

FACULTY MEMBER BASE I	DETAILS												🖶 Insert	🗖 Delete	Copy	🕄 Filter
From Term	2023	30						La Maintenance			To Term	999999				
Status *	AC		•	• Ac	tive			Over	erride User ID							
Status Date *	01/11	/2023						Over	erride Activity							
	0			Today	1		0		Date							
	Jan	uary		~ ] [2	023		~		Category	•••						
	Su	Mo	Tu	We	Th	Fr	Sa		Staff Type	•••						
	4	2	2	4	6	6	7	Wo	orkload Rule	•••						
Appointment Date		2	10	44	40	10	4.4									
	•	9	10		12	15	14									
	15	16	17	18	19	20	21									
	22	23	24	25	26	27	28									
	29	30	31	1	2	3	4									

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.

▼ FACULTY MEMBER BASE	DETAILS							🗄 Insert	🗖 Delete	🖥 Сору	🗣 Filter
From Term	202330	A Maintenance	)			To Term	999999				
Status *	AC •••• Active		Override User ID								
Status Date *	01/11/2023		Override Activity								
_			Date								
	Faculty		Category	· · · · ·	•••						
	Advisor		Staff Type	-	•••						
	Override Process Rule Security		Workload Rule	· · · · ·	•••						
Appointment Date											

- 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.

▼ FACULTY MEMBER BASE	DETAILS						🖶 Insert	E Delete	Гв Сору	🗣 Filter
From Term	202330	Maintenance	]		To Term	999999				
Status *	AC •••• Active		Override User ID							
Status Date *	01/11/2023		Override Activity							
			Date							
	Faculty		Category	AASOC	Associate Profess	sor				
	Advisor		Staff Type		·					
	Override Process Rule Security		Workload Rule							
Appointment Date										

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.

+ FACULTY	COLLEGE	AND DEPARTMENT					🏟 Settings	Insert	Delete	Fa Copy	Y. Filter
	From Terr	m 202480	۵. ۸	laintenance		To Term	999999				
Home		College	College Description	Department	Department Description			Pe	ercentage		
	1	AS	Coll of Arts and Sciences	BI	Biology						100
16 50	1 01 1	III 10 V Per Page								Kec	1 10 1 010

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

	SAVE

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.

×	@ ellucian	Faculty/Advisor Information SIAINST 9.3.23 (BTST)	📑 ADD 🖹 RETRIEVE 🗸 RELATED 🕏	TOOLS	¢
	ID:	•••	Term: 202530	Go	

- 2. Click the Go button.
- 3. Click the Maintenance Button.

× @	ellucian	Faculty/Advisor Information SIAINST 9.3.23 (BTST)				ADD	RETRIEVE	嚞 RELATED	🔅 TOOL	s 🌲
ID:		Term: 202530							Start O	lver
- FACULT	Y MEMBER BA	SE DETAILS					•	nsert 🛛 🗧 Delete	🖷 Сору	👻 Filter
	From Term	201330	💄 Mainte	enance		To Terr	m 999999			
	Status *	AC •••• Active		Override User ID						
	Status Date *	03/14/2007		Override Activity Date						
		Faculty		Category	APROF .	<ul> <li>Professor</li> </ul>				
		Advisor		Staff Type	••	•				
		Override Process Rule Security		Workload Rule	••	•				
Арро	intment Date									

4. Click the Category search button.

- FACULTY MEMBER BA	SE DETAILS					🖶 Insert	Delete	📭 Сору	👻 Filter
From Term	202530	🔒 Mainte	enance		To Term	999999			
Status *	AC •••• Active		Override User ID						
Status Date *	03/14/2007		Override Activity Date						
	Faculty		Category	APROF	••• Professor				
	Advisor		Staff Type						
	Override Process Rule Security		Workload Rule		•••				
Appointment Date									

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

Criteria	Q		
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	
K ◀ (	of 2 🕨 🔰 🛛 20 🗸 Per Page	Record 1 of	f 3

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.

× @ ellucian	Faculty/Advisor Information SIAINST 9.3.23 (BTST)	🔒 ADD 🖹 RETRIEVE 🗸 F	RELATED 🔅 TOOLS 🌲
ID	•••	Term: 202530 ***	Go

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

SAVE SAVE
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3. Click maintenance button

- FACULT	Y CONTRACT					🏟 Settir	ngs 🛛 🔀 Insert	Delete 📲 C	opy 🛛 🗣 Filter	
	From Term 202530	)		Maintenance		To Term 9	999999			
Type *	pe * Type Description Rul			Rule Description			Defau	Default Indicator *		
1 of 1 N N 10 Per Page								Record 1 of 1		
▼ FACULTY COLLEGE AND DEPARTMENT						🌣 Settir	ngs 🚦 Insert	🖨 Delete 🏼 📲 C	opy 🎗 Filter	
	From Term 200680			Maintenance     To Term     9999			99999	9		
Home	College	College Description	D	epartment	Department Des	cription		Percentage		
	BU	Coll of Business	N	IК	Mktg and Suppl	Mktg and Supply Chain Mgmt			100	
. ⊮ . ◄	Image: Market and State         Image: Market and State         Image: Market and State         Record 1 of 1           Image: Market and State         Imag									

4. Click Copy Faculty Coll/Dept link.

DEPARTMENT		Option List	×
			🌣 Setting
200680			To Term 99
	College Description	End Faculty Coll/Dept	cription
	Coll of Business	Copy Faculty Coll/Dept	y Chain Mgmt
10 V Per Page			
			Cancel

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

▼ FACULTY COLLEGE AND DEPARTMENT							🗖 Delete 🧧 Copy	🕈 Filter
From Term 202530			Maintenance		To Term	Term 9999999		
Home	College	College Description	Department	Department Des	scription		Percentage	
	BU	Coll of Business	MK	<ul> <li>Mktg and Supp</li> </ul>	ly Chain Mgmt			100
K ◀ 1 of 1 ► )   10 ~ Per		er Page					Reco	ord 1 of 1

- 6. Make sure the Home box is checked, and the Percentage field is 100.
- 7. Click the Save button.