



Designate Instructor Eligibility

Overview

This quick reference guide will cover how to designate instructors to teach specific courses.

Process

1. In the main **Search Bar** type **Designate Instructor Eligibility** task.

A search bar with a magnifying glass icon on the left and the text 'designate' entered. Below the search bar, a result is displayed: a document icon followed by the text 'Designate Instructor Eligibility Task'.

2. Select the instructor from the **Academic Appointee** prompt and click **OK**.

The 'Designate Instructor Eligibility' form. It has a title 'Designate Instructor Eligibility' at the top. Below the title, there are two fields: 'Academic Appointee *' with a dropdown menu icon, and 'Effective Date *' with a date input field containing '02/07/2023' and a calendar icon. At the bottom of the form, there are two buttons: 'OK' (orange) and 'Cancel' (white with orange border).

3. Specify each **Academic Unit** that the instructor is eligible to teach for. The options available in each field depend on the options that you select in the previous fields.

A screenshot of the 'Academic Appointee' form. At the top, it shows 'Academic Appointee * Frank Farris' and 'Effective Date * 03/03/2023'. Below that, it says 'Academic Appointment Track * P - Primary Appointment - Primary - AU_MATH - Mathematics and Computer Science Department - Professor'. There is a '1 Item' indicator and a table with the following columns: 'Instructor Roles', 'Academic Unit', 'Academic Levels', 'Course Subjects', and 'Courses'. Each column has a dropdown menu icon. At the bottom of the table, there are 'OK' and 'Cancel' buttons.

4. Click **Done**