**Add an Academic Appointment/Instructor Eligibility (1 of 2)**

**Adding an Academic Appointment**

Instructors and grading delegates (TA) must be listed as an employee in UR Student in order to assign to a course. Use Create an Academic Appointment and Designate Instructor Eligibility to set this up in UR Student.

1. Enter the name of the employee in the top **Search** bar, with **All of Workday** category is selected on the left navigation. This shows workers (and existing Academic Affiliates) that exist in the system.

2. Click **Actions, Academic Faculty, Add Academic Appointment**.

**Tip:** Alternatively, you can go directly to the Add Academic Appointment task using the Search bar, enter the Instructor name in the Academic Appointee field and click OK.

3. Enter the first date of the term in which the instructor will teach in the **Start Date** field.

4. Enter *University of Rochester* in the **Academic Unit** field.

5. Enter *Instructor* in the **Track Type** field.

6. Within the **Reason** field and select options until *Add Academic Appointment* > *Designate as Instructor* > *Instructor* appears.

7. Enter the position you are assigning the person in the **Title** field (Instructor, Teaching Assistant, etc.).

8. For teaching assistants enter the end date, if needed for the appointment, otherwise leave blank.

9. Select *Instructor – Instructor* as the **Identifier**.

10. Click **Submit** to save.

**Note:** Supporting Information on the appointee is to the right of the screen which shows current position, hire date, etc.
Add an Academic Appointment/Instructor Eligibility (2 of 2)

Designate Instructor Eligibility to Coursework

1. From the **Add Academic Appointment** process completion screen, expand the Details and Process. **Do not** click Done.
2. Hover over the appointee and click the related actions button for the appointee.
3. Hover over **Academic Faculty** and click **Designate Instructor Eligibility**.
4. On the **Designate Instructor Eligibility** screen, the name of the instructor, or TA in the **Academic Appointee** field and **Effective Date** are automatically populated. Adjust the date as needed.
5. Click **OK** to proceed.

**Important Note:** You will only be able to attach instructors to courses where the instructor has eligibility to the Academic Unit for the course sections Course Inventory Owner.

6. Assign the Academic Unit appropriate for your school to the Academic Appointee. [For AS&E, this would be the department offering the coursework. For all other schools, it would be the school itself.]

**Tip:** Do not enter additional information in the **Designate Instructor Eligibility** screen. This can cause issues with assignments to course sections.

7. You can also remove all eligibility by clicking the Inactive box at the bottom of the page.
8. Click **OK**.

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**School** | **Academic Unit**
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AS&E | Department *(if course is collocated, then use the department listed as the course inventory owner)*
Simon | Simon Business School
Warner | Warner School of Education
EIOH | Eastman Institute for Oral Health
ESM | Eastman School of Music
SMD Graduate Studies | School of Medicine & Dentistry
School of Nursing | School of Nursing
ECMS | Eastman Community Music School

**Important Note:** You will only be able to attach instructors to courses where the instructor has eligibility to the Academic Unit for the course sections Course Inventory Owner.