Instructors can be assigned to sections on the SSASECT or SIAASGN forms in Banner. During open course building periods, both forms are available, but when course building is closed, only the SIAASGN form can be used to assign instructors to sections. One or more instructor(s) can be assigned to a section. When multiple instructors are assigned to a section, the Percent of Responsibility should be adjusted to reflect the percentage of the section for which each instructor is responsible and the total Percent of Responsibility for all instructors on the section must equal 100. The Percent of Session field is not being used and should ALWAYS be set to 100, regardless of the number of instructors on a course.

SSASECT Form – only available when course building is open
Instructor Responsibility

SIAASGN Form – always available

Setting Up Percent of Responsibility

For sections with one instructor, the Percent of Responsibility field on SSASECT or SIAASGN should be set to 100 and the Primary Instructor box should be checked.

For courses with multiple instructors, the Percent of Responsibility field on SSASECT or SIAASGN should be adjusted to reflect the percentage of the section for which each instructor is responsible. The sum of the Percent of Responsibility for all instructors on a section must equal 100. One instructor must be checked as the Primary Instructor. For TA’s and other instructional personnel needing access to courses but who are not responsible for the course instruction, the Percent of Responsibility should be set to 0, with the Percent of Session remaining at 100.

For cross-listed courses with multiple instructors, all instructors should be on all sections within the cross-listing and should be identical on all courses within the cross-listing. The sum of the Percent of Responsibility for all instructors on each section must equal 100. One instructor must be checked as the Primary Instructor.

For team-taught courses where an instructor has full responsibility for one or more sections of the team-taught course, the team-taught sections should be cross-listed with the instructor’s Percent of Responsibility listed as 100 on the section(s) for which s/he is responsible. The Primary Instructor box should be checked.