

Madison College

Business Process Documentation

Procedure: Part Time Faculty ID Activation and Deactivation Process

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OVERVIEW

An automated process has been developed to manage all part time instructors' access to the PeopleSoft Campus Solutions Faculty Center. The process will identify part time instructors who are eligible for Faculty Center access and either create a new account for them or unlock an existing account for returning instructors if an account already exists. The process will also identify part time instructors who are no longer eligible for Faculty Center accounts and lock their user profiles.

DEPENDENCIES – RELATED EXTERNAL PROCESSES IMPACTED

- If the instructor has another position(s) at Madison College which requires Campus Solutions access, the functions for that position will be setup under a separate account with an operator ID format based on their network ID to preserve a separation of job functions and access levels.
- Faculty with Employee IDs in the 25##### range who have activated their Student Self Service account will have their Faculty Center functions added to that same account. Their account settings will need to incorporate internal security sufficient to perform both Student and Faculty Self Service functions.
- If an instructor changes employment status from part time to full time, their part time role would be removed and the full time role applied to their account. The reverse would also be true.

WARNINGS, CAUTIONS, GUIDELINES


- There exists a unique role (permission set) which is to be assigned consistently to all part time instructors.
- If the part time instructor is not active in a term and meets the criteria to have their account locked, but they have a student self service role assigned to their account, they will have their faculty role removed and the account not locked to preserve their student level access.
- Faculty Center accounts will **only** be generated for part time instructors with an active instructor job code of M003, M005, M006, or M010 on their employment record. Staff who do not have one of these job codes but have been assigned to teach classes as part of their full time workload, like Counselors, will receive their access to Faculty Center pages as part of their regular Campus Solutions function set for that position upon hire. Any other staff or administrators who teach a class must have a job record with one of the instructor job codes listed above to receive Faculty Center access.
- Only instructors assigned to active classes will have accounts generated/unlocked.
- Only instructors assigned to classes as the Primary Instructor, Team Teacher, or Secondary Instructor will have accounts generated/unlocked.

PROCEDURE
Activate Part Time Faculty Accounts
New Part Time Instructors

STEP	TASK
1	The information for a new part time instructor is entered in the Human Resources / HR PS system.
2	The new part time faculty takes the FERPA training and fulfills that requirement.
3	One or more classes are assigned for an active semester.
4	An orientation start date is assigned for the term.
5	Once the orientation start date has occurred, FERPA has been taken, and the instructor is listed on a class then their Faculty Center Account will be generated.
6	The new part time instructor receives an email confirming the creation of their ID.

Returning Part Time Instructors

STEP	TASK
1	The FERPA requirement fulfillment will be re-verified for the returning part time instructor.
2	The instructor is assigned to one or more classes for an active semester.
2	The Instructor Self Service Display Date will be assigned for the term.
4	Once the instructor Self Service Display Date has occurred, the instructor is listed on at least 1 class in the newly available term, and their FERPA quiz has been re-verified then their Faculty Center account will be unlocked.
5	The returning part time instructor receives an email confirming the reactivation of their ID.

Deactivate Part Time Faculty Accounts

Faculty ID's will be deactivated when the following criteria exist:

- The instructor is not assigned to a class in the current term or if it is summer, they are also not assigned to a fall class.
- Classes from previous terms are complete and their extended grading period is complete.
 - Accounts will be deactivated the day after the extended grading period is completed for the last term the instructor taught **or** 3 weeks after their last class end date if the class extended past the normal term end date.