

Instructor Issues: Who Should Be Included, How Do I Properly Account for Team Taught Course, and What Title Codes are Valid for Teaching?

Who should be included in CSIR?

Only list instructors that are teaching. If individuals are assisting in the course and need access to bSpace, eGrades or BearFacts, the instructor in charge can delegate individuals directly from the sites below. **Do NOT enter individuals into CSIR that are NOT teaching.**

- [bSpace, https://bpacehelp.berkeley.edu/topics/permissions/permissions_07#add_21](https://bpacehelp.berkeley.edu/topics/permissions/permissions_07#add_21)
- [eGrades, http://registrar.berkeley.edu/Acad/egradeinst.html#delegate](http://registrar.berkeley.edu/Acad/egradeinst.html#delegate)
- [Bearfacts, https://bearfacts.berkeley.edu/bearfacts/](https://bearfacts.berkeley.edu/bearfacts/)

Team Taught Courses – How can I add multiple instructors?

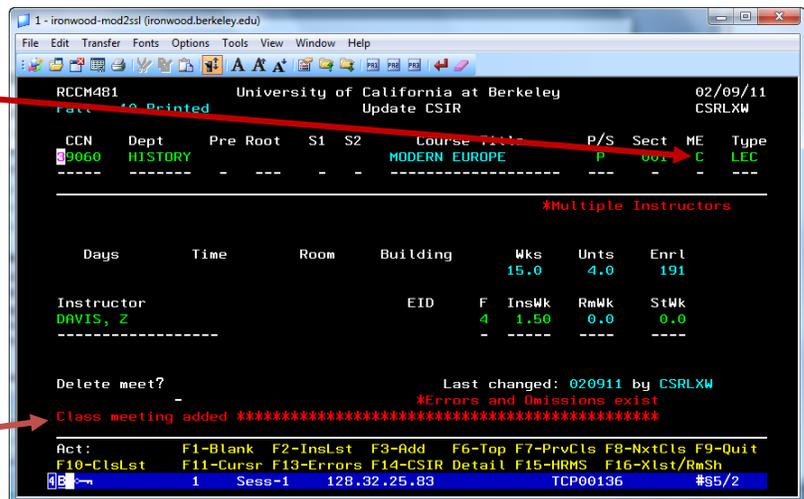
Be sure to include instructors from other departments that are team teaching in your course.

To enter a multiple instructor-
Go to the main page of the section.
Tab to the ME field.

For a second instructor, enter "C" and continue alphabetically for more instructors.

Add the instructor name and press F3 to add.

The screen should indicate "Class meeting added". Repeat these steps if you need to add more instructors.



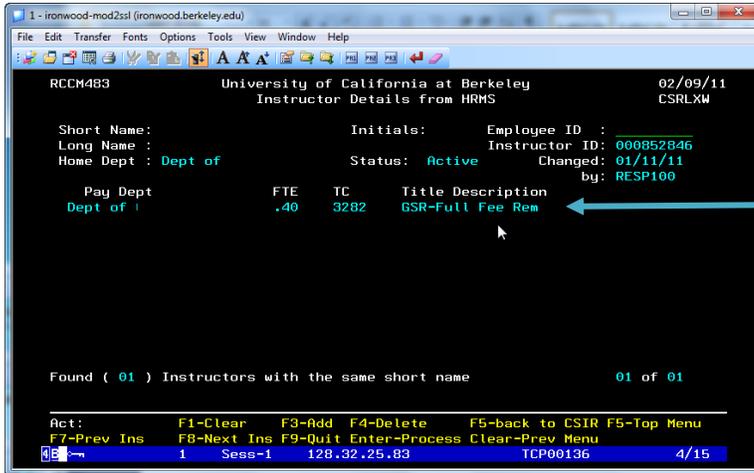
Which title codes are valid for teaching?

According to [Academic Senate Regulation 750.A](#), instructors in CSIR need a valid teaching title. These are the title codes approved for teaching by the Academic Personnel Office, <http://opa.berkeley.edu/csir/ValidTeachingTitleCodes.htm>. Teaching title(s) are entered into HCM by your departmental HR person.

No valid teaching title (function code 4), how do I correct it?

Function codes are defaulted based on title code. You cannot manually correct function code.

If you have an instructor with a function code of 4, you should consult your departmental HR person so they can enter the appropriate teaching code into HCM.



Press F15 (shift F3) to see the current instructor title code(s) from HCM.

When a valid teaching title code is entered into HCM, CSIR will receive it in the nightly loads and the function code will change.