Instructor/Advisor Table FAQs:

Who needs to be added to the Instructor Table?

All instructors teaching at JJay have to be added to the JJay instructor table. This includes full-time faculty, part-time adjuncts, graduate assistants, or HEOs assigned to teach classes.

How often do faculty have to be added to the Instructor Table?

A faculty is added to the JJay instructor table only once. Once they're added, the only updates needed will be if they're assigned to teach in a new discipline.

- For example, faculty have access to teach PSY classes. They may be assigned to teach a new HON class. The faculty's instructor table profile will need to be updated by adding the new discipline to their permitted classes.

What information is needed to add a faculty to the Instructor Table?

- CUNYfirst Empl ID
- Discipline
- Term they will be teaching

Who can request to add a faculty to Instructor Table?

Departments (chair, administrator, scheduling officer) can request additions and updates to the instructor table.

Occasionally requests are made by a Dean, with Department knowledge/approval.

How long does it take to add a faculty to Instructor Table and assign them to a class?

If Empl ID is available, faculty are added to the instructor table right away. However, it will take the Registrar Scheduling Unit 24 hours to assign that faculty to a class. It will take additional 48 hours for Blackboard access to become active. New hires to JJay may experience delays in Blackboard and CUNYfirst Faculty Center pages access if the HR hire process is not complete.