Description

Purpose
In order to provide support to a primary instructor of a class, a department can designate a proxy instructor for a class. Proxy instructors can print class lists and perform web-based entry of Early Assessment and Final grades.

Some reasons to assign a proxy instructor to a class
1. The primary faculty has a large lecture class that is supported by Teaching Assistants who normally do grading for the course.
2. The Faculty member's Banner ID or Access ID is unavailable, thus preventing them from accessing the system directly. This situation can arise, for example, in the case of an Adjunct Faculty who is hired late. It can take between a week and a month to process the paperwork and get a Banner ID and an Access ID.
3. The faculty has insufficient access to a computer or support (e.g., Adjunct Faculty).

Who can be given a Proxy Teaching Assignment?
Any individual with a Banner ID can be given a proxy teaching assignment. Examples of individuals who may serve in this capacity are Teaching Assistants, Secretaries, Academic Services Officers, Grade or Schedule Coordinators, or other faculty.

Requirements for Proxy Teaching Assignment?
✓ Activated WSU Access ID (to activate, visit webmail.wayne.edu)
✓ "Active Faculty Role" status in the Banner system. The Scheduling Office will be responsible for making this system assignment for those who need it. Note that once given, an individual maintains this role for all future semesters unless an explicit request is made to the Scheduling Office to remove it.

Who Picks Proxy Instructors?
Anyone so designated by the department. Typically, this might be the Department Grade Coordinator or Schedule Coordinator. Identification can be done by polling the faculty, or by the Coordinators' judgment.

When should Proxy Instructors be established?
This should be done as early as possible, ideally at the same time general teaching assignments are made.

What else should I know?
✓ Proxy Instructors will appear as a course instructor in the online class schedule (ClassSchedule.wayne.edu)
✓ Being assigned as an instructor enables the individual to see some student information:
  ! Student address (mailing) along with telephone numbers and e-mail addresses
  ! Student schedule
  ! Basic General & curriculum based academic information.

Procedures

Request Active Faculty / Proxy Assignment
College/Department Scheduling Coordinators should e-mail a list of individuals to be given Active Faculty / proxy instructor status to the Scheduling Office. This list should include the following information:
  ! Name
  ! Banner ID number

The Scheduling Office will e-mail back confirmation once the changes have been made.

NOTE: only include system users that are receiving this status for the first time.

Scheduling Office e-mail addresses (send to all 3):
  ! Donna Maniaci : aa5269@wayne.edu
  ! Gina Cully        : aa4157@wayne.edu
  ! Sandra Lerman: aa7037@wayne.edu

Request Security Access to SIAASGN (if necessary)
Any department representative with “update access” to the Banner form SIAASGN can assign an individual to be a proxy instructor for an existing class. Typically, the Schedule Coordinator for the department will be the person responsible for this task.

If needed, request update access to the SIAASGN form from the Registrar’s Office using the appropriate from as found at http://security.wayne.edu
Assigning an Instructor Proxy to a specific CRN

1) Load the **SIAASGN** form in Banner
2) Enter the proxy instructor’s Banner ID
3) Enter the **term for which the assignment is being made**
4) Type in the **CRN** (Course Reference Number) for the specific class
5) Change the default **100% RES** (responsibility) to **0%**
6) Place a checkmark in the “O” field. This tells Banner to ignore instructor schedule conflicts
7) Save the record.

If you are making only one assignment, exit the form; otherwise, **insert new record** (F6) and continue on with the next CRN assignment.

If the proxy instructor is the only instructor yet assigned to a class, **P (primary)** will be checked. Once the correct primary instructor is added to the system, that person will be noted as the primary, and the proxy instructor will have an “*” in the “Add Inst” field.