

SUMMARY

The Instructor Eligibility Task is used to specify which courses an instructor is eligible to teach. It is designated at the course subject and is reviewed by Academic Affairs. In order to assign a worker as Instructor of Record, they must have that course designated in the Instructor Eligibility task. Please refer to the [Faculty Credentialing Instructor Eligibility Demo Video](#) for further assistance.

REQUIRED SECURITY

The **Academic Credential Specialist** role must be assigned at the Academic Unit Hierarchy or Academic Unit level for the individual's home supervisory organization to designate instructor eligibility for a faculty member.

INSTRUCTOR ELIGIBILITY PRE-REQUISITES

Instructor Eligibility requirements:

- A current, not expired **academic appointment** in the specific academic unit that the course will be taught in must be loaded by the departmental HR Analyst for the faculty member.
- The faculty member's **education, official transcripts of highest degree completed, and CV** must be loaded by the departmental HR Analyst into Workday.
- If applicable, the **alternative credential** document must be approved and attached by the departmental HR Analyst to the worker's documents in Workday.

INSTRUCTOR ELIGIBILITY TERMINOLOGY

Instructor Roles:

- **CM Primary Course Instructor:** The faculty member that will assign grades for a specific course.
- **CM Course Instructor:** The additional instructor on a course that teaches with the Primary Course Instructor, or is the instructor on the laboratory or recitation section of the course
- **CM Teaching Assistant:** The Teaching Assistant for a course

INSTRUCTOR ELIGIBILITY COURSE DESIGNATIONS

Course designations indicate the type of courses based upon their academic level and modality offered. The course is the same; however, the letters behind it indicate certain designations.

- **E** – LSU Online
- **G** – Graduate level
- **GE** – Graduate level and LSU Online
 - Examples:
 - ELRC 4364 – undergraduate level/on campus
 - ELRC 4364E – undergraduate level/LSU Online
 - ELRC 4364G – graduate level/on campus
 - ELRC 4364GE – graduate level/LSU Online

VIEW INSTRUCTOR ELIGIBILITY REPORT

To view the specific courses an instructor is eligible to teach:

1. In the Workday search box, search for **View Instructor Eligibility** and select the task.
 - a. Enter the **Academic Appointee** in the field and click **OK**.
 - b. Please note the effective date in the report as it may impact when selecting an Instructor of Record. Workday utilizes the most recent effective date within this report to evaluate instructor eligibility.
 - c. If an instructor is expected to teach a new course and a Designate Instructor Eligibility task is initiated, it will continue to include and carry over all courses that the instructor is eligible to teach onto the new effective date.

- d. A way to determine which courses are new would be to compare the most recent eligibility date to the one prior. New courses will display above previous eligibility.
 - i. Example:
 1. Mike the Tiger had eligibility 5/18/2026 for BADM 7070 and BADM 7030.
 2. He will begin teaching a course, MGT 3830, effective 8/17/2026.
 3. The "View Instructor Eligibility" report will have the following lines:
 - i. 8/17/2026: MGT 3830
 1. BADM 7070
 2. BADM 7030
 - ii. 5/18/2026: BADM 7070
 1. BADM 7030

INITIATING DESIGNATE INSTRUCTOR ELIGIBILITY

Instructor Eligibility can either be a subprocess of an academic appointment **OR** loaded as a standalone task.

1. **Subprocess** of an academic appointment:
 - a. Once an academic appointment is submitted and approved, the Designate Instructor Eligibility task will route to the department's Academic Credential Specialist in Workday. This task is automatically triggered from the initial hire or end academic appointment in Workday.
 - b. If the instructor was already previously credentialed for the course(s) shown, scroll down and in the Comment box, write a comment indicating the task was kicked off from another process and no new courses were added.
2. **Standalone** Designate Instructor Eligibility task:
 - a. In the Workday search box, search for Designate Instructor Eligibility and select the task.
 - i. Enter the **Academic Appointee** in the field.
 1. If the academic appointee does not populate, this may mean the individual does not have an academic appointment.
 - ii. The **effective date** must be before or **one week (7 calendar days) before the 1st day of classes** based on the Registrar's Academic Calendar. Instructor Eligibility cannot be added before the start date of the academic appointment. Please utilize the below instructor eligibility effective dates, based on the semester:
 1. Spring 2026: 1/5/2026
 2. Fall 2026: 8/17/2026
 - b. Click **OK**
 - c. If you open the standalone task and determine no changes are needed, simply click the Cancel button to close the task. Please do **NOT** click the OK button unless changes are made to the appointee's eligibility, such as adding or removing course eligibility. This is to ensure the appointee and their associated courses are not routed to Academic Affairs multiple times for review.

ENTERING INFORMATION IN DESIGNATE INSTRUCTOR ELIGIBILITY TASK

Once initiating the Designate Instructor Eligibility task through the academic appointment subprocess or a standalone action, complete the following fields:

Please ensure that each of the required fields are entered. Failure to follow these instructions will result in the Designate Instructor Eligibility task being automatically canceled by the system. **Entering more than one value on one line will also result in this action being automatically canceled by the system.** You would then be required to reinitiate the Designate Instructor Eligibility task.

1. **Academic Appointment Track (REQUIRED ON STANDALONE)** - Select the appropriate academic appointment

2. **Instructor Roles (REQUIRED)** – For the course being entered, please select any roles for which the instructor is eligible. Multiple values in the Instructor Roles field IS allowed.
3. **Academic Unit (REQUIRED)** – Please enter the owning unit of the course being entered. Only one academic unit should be entered on each line.
 - a. To find the owning unit, please access the **Find Course Definitions** report, and search for the specific course. Click on the course and review the Course Owner section to determine the appropriate Academic Unit.
4. **Academic Levels (REQUIRED)** - Please select the level of the course being entered. Only one academic level should be entered on each line.
5. **Course Subjects (REQUIRED)** - Please enter the subject of the course being entered. Only one course subject should be entered on each line.
6. **Courses (OPTIONAL)** - Please enter the course(s) the faculty member is eligible to teach. Only one course should be entered on each line.
 - a. The “Courses” field is still required when a faculty member is approved to teach only specific courses within a discipline, such as through an alternative credential.
7. **Delivery Modes (OPTIONAL)** - Please enter the modes by which the instructor is eligible to teach the course being entered. Leave **BLANK** to allow ALL modes.
8. **Course Tag (NOT NEEDED)** – MUST BE LEFT **BLANK**
9. **Locations (OPTIONAL)** - Enter the location at which the faculty member is eligible to teach the course being entered.
10. **Educational Taxonomies (NOT NEEDED)** – MUST BE LEFT **BLANK**
11. Click **OK**

NOTIFICATION: DESIGNATE INSTRUCTOR ELIGIBILITY

To confirm if the Designate Instructor Eligibility was successfully submitted, please refer to the Notifications in Workday.

1. If all required fields are entered accurately, the instructor eligibility will be submitted **successfully**. At this point, the Academic Appointee may now be assigned as the instructor of record.
2. If a required field is left blank, course information is incorrect, or multiple values are entered into a single line, the instructor eligibility information was incomplete, and the task will be **canceled**. At this point, please resubmit the Designate Instructor Eligibility task and be sure to follow the requirements.

RESUBMITTING THE DESIGNATE INSTRUCTOR ELIGIBILITY TASK

If the Instructor Eligibility notification was incomplete and automatically canceled, the Designate Instructor Eligibility task will need to be initiated as a standalone process. Please refer to the “**Initiating Designate Instructor Eligibility**” section within this job aid for the standalone process.

REMOVING INSTRUCTOR ELIGIBILITY

To remove instructor eligibility, please refer to the “**Initiating Designate Instructor Eligibility**” section within this job aid to initiate the task.

To remove **one course** for an Instructor of Record:

1. Select the remove row on the course to be removed
2. Click OK

To remove **all courses** for an Instructor of Record:

1. Click the inactive check box ***PLEASE NOTE THAT THIS WILL REMOVE ALL COURSES FROM INSTRUCTOR ELIGIBILITY***

2. Click OK

Clicking the “Inactive” check box will remove the instructor eligibility as of the select effective date for all course subjects. Only use this checkbox when the instructor no longer needs eligibility.