# Instructor Assignment Rules for Class Scheduling

When making instructor assignments, please ensure that the total **Percent Responsibility equals 100%**.

* If the class has more than one Session (i.e., a lecture and lab), the Percent Responsibility should be divided among the Sessions as appropriate.
* If there are multiple instructors assigned to one class (i.e., a DIS), the total Percent Responsibility should be divided among the instructors based on the number of students supervised by each instructor.

## How assignments are made will affect an instructor’s FAR and ISQ

| **If an instructor should get a FAR and an ISQ** | Percent Responsibility > 0 | Percent Session > 0 |
| --- | --- | --- |
| **If an instructor should get a FAR but should NOT get an ISQ** | Percent Responsibility > 0 | Percent Session = 0 |
| **If an instructor should not get a FAR nor an ISQ**  *For faculty who need access to rosters and grading only and are not teaching the class* | Percent Responsibility = 0 | Percent Session = 0 |

**Note for departments:** Percent Session does not appear on the Faculty Alpha List. If the Percent Session value needs to be adjusted to 0 to suppress an ISQ and the college scheduler has not already been made aware, please contact the scheduler for an adjustment.