HOW TO QUERY FACULTY (INSTRUCTORS) IN BANNER SIS
Form (SIAIQRY, SIAASGQ, SIAFAVL, SOAFAVQ)

General:

The *Faculty/Advisor Query Form (SIAIQRY), Faculty Schedule Query Form (SIAASGQ), Available Faculty Query Form (SIAFAVL)* and *Available Faculty by Term Query Form (SOAFAVQ)* are used for the purposes of assiging instructors to course sections, find available instructors and provide a teaching schedule.

Check List:

Before you proceed, you must have the following information:

- ❖ Term
- ❖ CRN
- ❖ Instructor's McGill ID or name

> **Remember:** The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

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Accessing the "Faculty/Advisor Query Form" (SIAIQRY)

Type the name of the form SIAIQRY in the Direct Access field.

Note: Usually accessed through the Instructor window in SSASECT to find instructor's ID and assign instructor to that section. When you click on flashlight in Instructor window in SSASECT, it takes you to this form.

Fields shown: Term, Faculty check box, Advisor check box, (Category, Staff Type, Contract Type and Tenure Status – not used) and Status.
Next block
Fields shown: (McGill) ID, Last Name, First Name, MI (middle name), Fac (faculty), Adv (advisor), Coll (faculty), Dept (department code) and indicator (+) if that faculty instructor belongs to more than one college and/or department.

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Accessing the "Faculty Schedule Query Form" (SIAASGQ)

Type the name of the form SIAASGQ in the Direct Access field.

Displays a schedule for a particular instructor and helps determine their availability.

Fields shown: Term, ID Name (display only)
Next block
Fields shown: CRN, Subj (subject), Crse (course), Sec (section), No (if there's more than one instructor), start/end dates, days, times, building, room, CL (cross list), C (conflict) – an asterisk appears if there is a conflict in the instructor's schedule.

Scroll to right to view remaining fields

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Accessing the "Available Faculty Query Form" (SIAFAVL)

Type the name of the form SIAFAVL in the Direct Access field.

Used to find available instructor by college and/or department.

Fields shown: Term, CRN, Subject, Course, Sect (section), (Sess, Category, Staff, Cont – not used), Coll (college = faculty), Dept (department code).
Next block
Desired Faculty – Attribute – not used
Next block
Display only: (McGill) ID, Name, Category, Staff, Cont, Coll, Dept

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Accessing the "Available Faculty by Term Query Form" (SOAFAVQ)

Type the name of the form SOAFAVQ in the Direct Access field.

Used to find available instructors by term.

Fields shown: Term, (Category, Staff, Contract – not used), Coll (college = faculty), Dept (department code).
Next block
Desired Faculty – Attribute – not used
Next block
Display only: (McGill) ID, Name, Category, Staff, Cont, Coll, Dept

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