

Percent Responsibility and Percent Session in Banner

The following is an example of how to set up the Percent of Responsibility and Percent of Session on the SSASECT form in Banner when more than one Instructor of Record (IOR) is involved with teaching or assisting with a section(s).

Session Indicator	ID		Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	R	Instructor 1	3.000	75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25
01	R	Instructor 2	3.000	25	<input type="checkbox"/>	<input type="checkbox"/>	75

The “coordinator” is listed as the **primary instructor** of record and the TA is listed secondary. Pay special attention to the **percent of responsibility** and **percent of session fields** now. The **percent of responsibility** field will be used to determine the amount (%) of responsibility the individual has for the majority of the course work. In this instance the coordinator has the majority of the responsibility. The **percent of session** field will be used to determine who the students will have the opportunity to evaluate during the Student Evaluation of Course and Instructor process. In this instance, Instructor 2 will be the instructor the students in the class will evaluate. The values are up to you to determine, as long as they total 100%. The values of all IORs together cannot exceed 100%.

Going forward, if multiple instructors are listed with a 90/10, 80/20, 70/30, 60/40 breakdown in the percent of session column, the instructor with the higher percentage will receive the evaluation. If team taught, (50/50, 34/33/33, 25/25/25/25 breakdown in the percent of session column) all instructors will be evaluated.