

## Requests to add Instructors to the CUNYfirst Instructor/Advisor Table

For each new instructor, departments must submit an ePAF for HR and budget approval. Once approved, a job record is created in CUNYfirst for the instructor and electronic notification is sent to the department.

Once the department receives confirmation, department staff should contact Suwen Brunot ([sbrunot@qc.cuny.edu](mailto:sbrunot@qc.cuny.edu)) or Cheryl Littman ([clittman@qc.cuny.edu](mailto:clittman@qc.cuny.edu)) to request that the instructor be added into the Campus Solutions side of CUNYfirst (to the Instructor/Advisor table). In your email request, please include the following:

- Instructor's full name as displayed on CUNYfirst
- Instructor's EMPLID
- Department(s) for which instructor will teach
- For cross listed sections, provide both subject areas.

Returning instructors remain in the table unless your department has instructed OIE to remove instructors from the table. No further action is required. If the instructor will teach a cross listed section or a new subject area, contact Suwen Brunot ([sbrunot@qc.cuny.edu](mailto:sbrunot@qc.cuny.edu)) or Cheryl Littman ([clittman@qc.cuny.edu](mailto:clittman@qc.cuny.edu)) with the information listed above.