

Guidelines and Instructions for Assigning Instructor Roles

Instructor Roles Available in SPIRE

Role	Description	Definition
PI or SI	Primary or Secondary Instructor	Person(s) responsible for the "face-to-face" instruction in credit or non-credit bearing sections.
SA	Section Assistant	Faculty who are responsible for posting grades for individualized instruction courses.
TA	Teaching Assistant	Graduate assistants who grade papers, hold office hours, and support the PI or SI.
WCT	SPARK access role	Graduate or undergraduate students who support SPARK. PI, SI, SA and TA instructor roles are automatically granted SPARK access.

Access Allowed in Credit Bearing Sections

Instructor Role	SPIRE Grading Access	Listing in Schedule	SPARK Access	Instructor Type
Primary Instructor (PI)	Grade or Post	Yes	SPARK Section Designer	Faculty, Teaching Associates
Secondary Instructor (SI)	Grade or Post	Yes	SPARK Section Designer	Faculty, Teaching Associates
Section Assistant (SA)	Grade or Post	No	SPARK Section Designer	Faculty
Teaching Assistant (TA)	None	No	SPARK TA Role	Graduate Assistants
SPARK (WCT)	None	No	SPARK TA Role	Graduate and Undergraduate Students

Access Allowed in Non-Credit Bearing Sections

Instructor Role	SPIRE Grading Access	Listing in Schedule	SPARK Access	Instructor Type
All roles (PI, SI, SA, TA, WCT)	None	No	SPARK TA role (Unless designated as Section Designer on Credit Bearing Section)	Faculty, Teaching Associates, Graduate Assistants, Graduate and Undergraduate Students

Notes:

1. Graduate students cannot have a PI or SI role for courses numbered 500 and above.
2. Departmental support staff should not be assigned any kind of instructor role.
3. Class roster access is automatically assigned to all instructor roles except WCT.
4. Instructors on a credit bearing section can view all class rosters in non-credit bearing sections associated with the credit bearing section.
5. SPARK Access can be changed on a case by case basis by the person who has Section Designer access for that course section.