# Request to Add Personnel to a Course in the Learning Management System

Please email this form, signed by your Department, Unit, or Program Head to lms@hunter.cuny.edu

**In order to access Blackboard course sites, Instructors, Co-Instructors, and Teaching Assistants must be listed officially on CUNYfirst, CUNY GLOBAL SEARCH.**

## INSTRUCTOR OF RECORD

1. Name  _____  Date _____

2. Email Address  _____

3. Department/Unit/Program  _____

4. Semester (*i.e.* Fall 2024) _____  Course Number (*i.e.* CHEM 10200) _____

5. Unique 4- or 5-digit Class Number/Course Code _____  Section Number _____

## PURPOSE OF ADDITION (ASSIGNED ROLE)

1. Peer Classroom Observer (Student role) ☐          *Observation Start Date _____
                                                                           End Date _____

2. Teaching Assistant (Teaching Assistant role – has access to the grade center) ☐
   Teaching Assistant (Course Builder role – does not have access to the grade center) ☐

3. Co-Instructor (Instructor role) ☐          4. College Assistant (Grader role) ☐

6. Department Coordinator (Instructor role unless otherwise specified) ☐

7. Librarian (Librarian Role) ☐          Start Date _____ End Date_____
   Instructional Designer (Course Builder role) ☐          Start Date _____ End Date_____

## ADDITION REQUEST DETAILS

Role(s), Name(s) and EMPL ID(s) of the personnel to be added:

| ROLE | Name | EMPLID |
|---|---|---|
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## ADMINISTRATIVE (CHAIR/DEAN/PROGRAM DIRECTOR as appropriate) APPROVAL

As Department/Unit/Program Head, I approve the request to add the above instructor/TAs to this Blackboard course and attest that the instructors and/or TAs are listed as official Instructors/TAs on CUNYfirst.

Department/Unit/Program Head Signature _____ Date _____
(Chair/Dean/Program Director as appropriate)

**\* IMPORTANT NOTE: Peer Observers will be removed, within 48 hours of the observation end date as per PSC policy, https://psc-cuny.org/memorandum-agreement-2019/**