Assign instructor percent responsibility and add secondary instructor(s)

Semester: _____ **Approved:** _____
(Chair or Dean)

Return to: schedule@hawaii.edu
Revised Dec 2019

Use this worksheet to designate multiple instructors on a single CRN.
For each CRN, designate exactly one "Primary" instructor.
(The "Primary" instructor is the one who can assign grades in Banner.)

The % responsibility must add to 100% exactly for each CRN, OR for each group of cross-listed CRNs.

CRN	Subject	Course	Section	Instructor ID	Instructor Name	Primary (one per CRN)	% Responsibility