🌀 Add a Faculty Member to a Program

Switch to **Education** and browse to the program you want to add the faculty member to.

Once you open the program, click the **"Edit"** link.

On the left side, under **General Information**, select **"Faculty."** From there, you can add a **Program Chair** or **Advisors**.

Place your cursor in the **"Search Entries"** text box and start typing the name of the person you want to add. If they do not appear, use the **Directory link** located just above the search box to add them first.

After selecting the appropriate entry or entries, click **"Confirm Selected."**
If you add someone through the Directory, return to the **Program Chair or Advisors** field and begin typing their name again in the **"Search Entries"** box. The newly added faculty member should now appear. Select them and click **"Confirm Selected."**

Note: *Faculty members can only be associated with **Programs** (Program Chair/Advisors) and **Colleges** (Dean), but **not Departments**.*

Important: Adding, editing, or deleting **Directory entries** does **not** automatically update faculty members that have already been added to an **Education Catalog**. If you update a faculty member's Directory entry, you must refresh their information in Education.

To refresh a faculty member's information:
1. Switch to **Education**.
2. Open the program and click **"Faculty"** in the left sidebar.
3. Locate the faculty member whose information was updated.
4. Click the **menu icon** at the end of that row.
5. Select **"Refresh."**

This will pull in any updates from the Directory.

If you need to remove a faculty member, use the same **menu icon** and select **"Delete."** This process is intentional to preserve the **archive feature and audit trail**.