CAS/GRS Annual Academic Planning Exercise Instructions

Fall 2014

It is time to launch the annual curriculum planning process for the academic year (AY) 2015/16 and the budget planning process for fiscal year (FY) 2016. Even if you are a multi-year veteran of this process, please read through this document as there are a number of changes!

The annual exercise described here comprises three interrelated components, all due by Friday, October 10:

1. **Academic Planning Self-Study**: Update the baseline Academic Planning Self-study that your department/program first conducted in Fall 2007, using the Executive Summary section to highlight significant updates.

2. **2015/2016 Curriculum Planning**: Develop your department's proposed class schedule and teaching assignments for 2015/2016, including a course-by-course plan for utilization of the Teaching Fellows currently allocated to your department/program. If you are interested in having members of your faculty teach in the CAS Core Curriculum or the Kilachand Honors College, please be in contact with Associate Dean Susan Jackson.

3. **FY 2016 Budget Requests and Part-time Lecturer Needs**: Section I: Analyze your budget to make sure you are making the best possible use of your resources, identify high priority areas of instructional and other budgetary needs for FY 2016 (July 1, 2015–June 30, 2016) that cannot be covered by the current resources, and submit a well-documented request for additional one-time or continuing funding to cover those needs; Section II: Separately, detail all of your needs and related costs for part-time Lecturers to cover courses in 2015/16, whether as a result of faculty administrative release, leaves/sabbaticals, buy-outs, or regular assignment of that course to a part-time Lecturer.

**1. Updating the Academic Planning Self-Study**

In September 2007 we launched the first wide-ranging Academic Planning Self-Study. The purpose of the Self-Study is to help us fulfill the goals of (a) providing the best quality educational experience to our students at all levels; (b) making sure we offer the courses necessary to fulfill the implied promises of our academic programs in a timely way; (c) planning for staffing of our courses that as far as possible allows our students to work with the faculty of nationally and internationally recognized professors that drew them to this university; and (d) sharing the obligations our curriculum poses as equitably as possible among our faculty. We will ask you to update this planning document on an annual basis to ensure that we continue to be active in pursuing these goals in our annual curriculum, budget, and faculty recruitment processes.

The format of this exercise has not changed. Full instructions are incorporated into the Academic Self-Study Form, which is available [here](#). Last year’s Academic Planning Self-Studies for all departments and programs are also available [here](#).
2. 2015/2016 Curriculum Planning: Class Schedule, Teaching Assignments

The tool kit you will need to prepare your AY15/16 Class Scheduling & Teaching Assignments consists of the following (all available here):

Guidelines for Class Scheduling, Teaching Assignments, and Budgetary Requests
User Manual for Academic Planning Database
Core Curriculum/Writing Program/Kilachand Honors College Assignment Form

The Academic Planning Database (APD) has been created for comprehensive and efficient submission of all information regarding course scheduling, faculty teaching assignments, and TF assignments. It provides an up-to-the-minute basis for both planning and final online scheduling of your department/program’s Fall 2015 and Spring 2016 courses.

Academic Administrators in all departments and programs have been trained on use of the APD, and are instrumental in its design and improvement. Should you have new or additional faculty or staff persons requiring access to and/or training for the APD, please contact Assistant Dean Gareth McFeely. Once the appropriate person(s) have been trained and granted access to the database, work for AY 2015/2016 may begin. Access to the APD can be obtained via either the web or desktop if FileMaker is installed on the user’s desktop. Please see the reference manual for detailed instructions on how to access and use the APD.

Guidelines for class scheduling, teaching assignments, and supplementary budget requests have been amended since last Fall. Please use the current version to ensure that your submission complies with current CAS policy, and captures all information relevant to developing our overall class schedule.

3. FY 2016 Supplemental Budget Requests and Part-time Lecturer Needs

Following an assessment of your instructional and other budget needs, please prepare your request for supplemental one-time or continuing funding using the Budget Request form available here.

Please list requests in order of priority and provide specific detailed information about each request, either in the “Description” section or attached as backup.

Section II of the Budget Request Form is where you should enumerate your full anticipated need for part-time Lecturers in AY 2015/2016 by course, semester, reason for need, and cost.

DEADLINE, FORMAT, AND CONSULTATION

The deadline for submission of all scheduling, budget, and academic planning documents is Friday, October 10, 2014. Please provide these documents electronically to Nancy Geourantas, Executive Assistant to the Dean. Please do not submit these documents directly, or copy them, to the Dean or any of the Associate Deans.
The following are members of the Dean’s Office who can help with specific questions:

Class Scheduling: Gareth McFeely
Undergraduate Curriculum and Teaching; Core Curriculum, Kilachand: Susan Jackson
Graduate Curriculum and Teaching Fellows: W. Jeffrey Hughes
Faculty Teaching Loads, Faculty Searches, Leaves, Buyouts:
   Geoffrey Cooper (Natural and Computational Sciences)
   John Paul Riquelme (Humanities) (Fall 2014)
   Strom Thacker (Social Sciences)
Instructional and Other Budgetary Needs: Juliana Walsh Kaiser

We will read materials as they arrive on a rolling basis, and will respond with comments and, as needed, requests for additional information or meetings.