

Guidelines: Class Scheduling, Teaching Assignments, and Supplemental Budget Request

Class Scheduling

Please use the Academic Planning database (APD) to submit your scheduling, faculty load and TF information. In addition to data submission via the APD, please also submit, electronically, the Core/Writing/Kilachand Teaching Form.

Scheduling information on the Academic Planning database for each semester of 2014/2015 should show all of the following:

- Course numbers, section numbers (A1, B1, etc.), and short titles, in numerical order, beginning with 100-level courses
- *Realistic* enrollment projections and actual enrollments from the most recent offering of each course in the corresponding (Fall or Spring) semester. Please recall that undergraduate courses are expected to enroll a minimum of 10 students and that courses (numbered 500 and higher) serving graduate students are generally expected to [enroll a minimum of eight](#). You can expect to hear from us about any courses for which projected enrollments differ significantly from recent actuals.
- Proposed days and times of meetings, and names of instructors or, for any unstaffed courses, staffing plan and anticipated cost
- Meets with/piggyback courses
- Number of TFs assigned (from your base allocation) to each course

Please note, with regard to days, times, and classrooms:

It is important, from both standpoints of minimizing conflicts for students and maximizing availability of appropriately sized, configured, and equipped classrooms, that classes be scheduled throughout the day, beginning at 8 a.m. and ending at 5 p.m. (or later, if you have courses where evening offerings make sense).

Scheduling of all courses except those approved for offering as once-a-week seminars should be confined to 50-minute blocks on Monday/Wednesday/Friday (beginning on the hour) and eighty-minute blocks (beginning at 8, 9:30, 11, 12:30, 2, or 3:30) on Tuesday/Thursday), with balance between MWF and TR.

Seminars should be scheduled with a view to making full use of departmental seminar rooms.

PLEASE NOTE AND IMPLEMENT the following specific expectations for 2014/2015 class scheduling, which have been distributed for implementation to all schools and colleges, based on analysis of classroom utilization by the Office of the Registrar.

Each Department within a school or college scheduling eight (8) or more classes is expected to set start times for its LEC and IND instruction type classes according to the following distribution:

Start Time	Percentage of Classes
8 a.m.	12%
9, 10, 11 a.m. (MWF) + 9:30, 11 a.m. (TR)	32%
12, 1, 2 p.m. (MWF) + 12:30, 2 p.m. (TR)	32%
3, 4 p.m. (MWF) + 3:30 p.m. (TR)	24%

For all courses to be cross-listed between departments/programs and all piggyback (e.g., 400/600) courses, please double-check that all components are scheduled for the same days and times, and indicate mutually agreed upon total enrollment limits, as well as limit for each component.

Any courses that serve specific constituencies other than your own majors should be moved to new days/times with due caution and only after consultation with affected departments/programs/schools or colleges.

For current (2013/2014) courses with enrollment limits of 50 or higher, please do not change times for 2014/2015 except to remove known conflicts for students, to swap or substitute like-sized courses within your department, or to take advantage of times when classrooms (and students) are likely to be available. Classrooms are typically under-used on MWF at the following times: 8-9, 9-10, 3-4, 4-5 and on TR 8-9:30. Net increases in 50+ offerings (via additional courses or enrollment increases) should be confined to those time blocks.

(For professorial faculty) Wednesday at 4 p.m. should be kept clear for Faculty and other College meetings.

Any special classroom needs (e.g., audio/visual, handicap access) should be specified, course-by-course.

Please use notes section to indicate room numbers for all seminars and other courses that can be accommodated in departmental rooms.

As usual, we request a separate listing of courses that your faculty will offer in the Core Curriculum, Kilachand Honors College, and College Writing Program.

Guidelines for Teaching Assignments

The Academic Planning database also accounts for faculty teaching assignments, which should be complete and consistent with College [policy on teaching and research workload](#). Please account fully for the teaching responsibilities of all members of your department faculty, including (with explicit annotation) those

1. who expect to “buy out” or be on leave/sabbatical for either or both semesters (file LOA/SAB paperwork at the first opportunity prior to the December 6 deadline)
2. who will teach some or all courses in other departments/programs (specific courses/days/times should be coordinated between units prior to submission)
3. for whom a reduced load has been approved by virtue of administrative assignments or part-time status
4. for whom you have authorization to search this year (identify by field)
5. who will be appointed to established visiting professorships

All faculty with a net load of 1/1 or greater are usually expected to teach in both AY semesters.

Justification will be required for any individual faculty assignment that serves markedly fewer students than the department average.

Please, when proposing to replace faculty on leave, focus on the immediate needs of your teaching program (costs of low-impact one-off hiring often outweigh benefits). Replacement needs vary considerably across departments, but partial replacement, or none at all, is sometimes best.

Teaching Fellow assignments, based on your *current* base allocation, should be listed in the Academic Planning database. (Any requests for TF’s in excess of your base allocation should be addressed directly and separately to Jeffrey Hughes.)

Supplemental Budget Requests and Part-time Lecturer Budget

Section I: Please take this occasion to anticipate any expenses for FY 15 that cannot be accommodated within your department's existing resources, and identify priorities based on urgency or likelihood of broad positive impact. Do not show current allocations.

Code each of your requests according to category: I (Instructional Equipment, Supplies, Staffing), O (Miscellaneous Operating Needs), R (Research Related Needs), or F (Facilities/Renovations).

Include cost estimates in the appropriate column, depending on whether the proposed expense is one-time or continuing. Also indicate whether your department is able to contribute any funding and, if so, the amount of this departmental contribution.

Section II: List *all* (currently budgeted *and* new) part-time Lecturer needs for Fall 2014 and Spring 2015 by course, indicating per-course cost and including Lecturer's name if known. Code each need by category: R (Replacement for Chair/Director or other administrative release), LS (Replacement for leave/sabbatical), BO (Replacement for faculty buy-out), or L (course regularly covered by part-time lecturer).