

Class Scheduling Procedures for
The College of Arts and Sciences

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These guidelines will have some flexibility based on pedagogical reasoning and university priorities.

1. Class schedules are to be constructed to meet the needs of the students and the restrictions of the university.

These restrictions are typically related to efficient utilization of resources. The primary method for achieving these goals is to make sure that the courses are spread across the full day and the full week, that the faculty are teaching those courses which are necessary for student matriculation, and that faculty have fair and efficient course loads.

2. The Chancellor has approved specific times for courses as reflected on the Approved Times form.
 - a. Please note that regular daytime classes are to be either on MWF or TR.

The only MW classes are in the evening. All classes should be placed within these approved times. The only exception for undergraduates are 4 credit hour courses which span two class times or one credit hour labs, as well as some unique degree programs. However, their start times should be the same as the approved times and an effort should be made to offset them with other courses during the week to maximize the use of space. Another exception includes graduate courses, which may be set up one day per week. Other graduate classes should be placed in the same time slot on coordinating days so as to maximize the use of space. For example, if you have a Monday night class at 6:00pm, set up another one on Wednesday at 6:00pm. Please keep in mind that increasing the efficiency of classrooms benefits everyone.

- b. 5:00pm or 5:15pm = No classes at these times unless granted an exception by the Provost
- c. 2:00pm to 3:45pm, Tuesdays and Thursdays = No classes
- d. 40% maximum of classes offered in daytime (8:00am – 5:00pm) on TR vs. MWF
- e. 10% maximum of daytime (8:00am – 5:00pm) at any one time slot.
- f. All evening classes begin at 6:00pm unless approved by the Provost

3. Multiple sections of a course need to be distributed in such a way as to best meet the diverse needs of students.

If you have multiple sections of a course, they should be spread out across the day and week. For example, if you have two sections of a course, then the sections should be offered on opposite days and preferably opposite times. If you are offering CRJC 300-01 on MWF at 9:00am, then you should offer CRJC 300-02 on TR, preferably in the afternoon.

4. Posted a Three-Year Course Schedule (i.e., Fall 2009 - Spring 2012)

Each program must establish a three-year course schedule, which they post on their website. The course schedule should be structured in such a way as to allow students to successfully matriculate within a reasonable time period.

This schedule should differentiate between on-campus classes, online classes, evening and weekend classes, and Ft Bragg and Seymour Johnston AFB classes. The director of the Ft. Bragg program, the Community College Coordinators, and University College should be provided with the three year plan. The Department Chair is responsible for coordinating the selection and approval of appropriate faculty for all courses in their program. The Department Chair is ultimately responsible for the all the courses at Ft. Bragg and any other off campus site.

5. Courses taught in conjunction with the Cross Creek High School.

Full time faculty and not adjuncts must teach these courses.

6. Student Credit Hours (SCHs)

- a. A full time faculty load is equal to 1.00 SCHs and 12 credit hours.
- b. New incoming tenure-track faculty will be at .75 and 9 credit hours in their first semester.
- c. A part-time adjunct course must produce .25 SCHs.
- d. Course release = .25 and 3 credit hours. All course releases must be approved by the Provost.
- e. At the end of the schedule, each department should produce enough SCHs to justify the faculty positions in the department.

7. Before classes begin, the Department Chairs are to provide the Dean with the following three documents:
 - a. The class schedule for their department as traditionally reported in an Excel file to the Registrar.
 - b. The class distribution list related to the approved times for their courses, illustrating the percentage of day time courses in each time slot. All times must remain on the list even if the number of courses at that time is zero. The Chair also needs to identify and explain any courses which do not fall within the approved time frames.
 - c. A listing of each faculty member in alphabetical order and their course load for that semester based on the SCH formula, highlighting anyone under 12 credit hours or 1.00 SCHs.
 - 1) An explanation must be provided for any faculty member not teaching 12 credit hours or generating 1.00 SCHs.

Unless the faculty member has an approved buyout or course load approved by the Dean, the only justification for having fewer than 12 credit hours is if the faculty member is currently teaching two graduate courses and then they can be down to 9 hours.

- 2) For a class to count as a 3 or 4 credit hour class, any undergraduate Class must have at least 10 students in it and any graduate class must have 5 students in it.

The course load report must identify any course, which does not meet the required number of students. Depending on the type of course and student need for the class, the faculty member may be reassigned, and the class scheduling strategy may need to be reviewed. Most likely, another second 8-week course will be added to the schedule for them to teach. The course, however, needs to be a course in demand such as a service course or one that the students need.

- 3) 25 students is the enrollment cap for online classes

7. Overloads and Summer School

Faculty do not have a **right** to overloads or summer teaching. All overloads and summer courses should be based on the needs of students and the university, not faculty desires for more money. The amount paid for an overload is based on how many credit hours it is over 12 credit hours. Faculty cannot receive a course release for any reason and then receive overload pay to teach 12 or fewer hours. No faculty will be approved to teach two overloads in one semester.

Department Chairs should not allow Instructors (ABD) to teach overloads or summer school until they have completed their dissertations. Department Chairs are not encouraged to allow tenure-track faculty to teach overloads or summer school, especially if they are not on track for tenure.

Funds for summer school are self-generating, so is the Director of Extended Learning and Summer Sessions, in consultation with the Provost, who will determine the enrollment requirements and salary for summer school classes.

8. The Chairs are responsible for ensuring that these procedures are followed and that course load requirements are maintained.
9. Before a class schedule can be loaded onto Banner, the Dean must be able to verify that all these conditions have been met.