

**Class Scheduling Procedures for
The College of Arts and Sciences**

August 1, 2011 (Last Revised)
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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 based on their credentials. The Chair is responsible for making sure that all faculty teaching courses at FSU must meet appropriate SACS standards.

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, try to set up another one on Wednesday at 6:00pm. Please keep in mind that increasing the efficiency of classroom use 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

- g. When adding classes after the schedule has already been approved, the chair should schedule them during the non-peak times.
 - h. The Chair is responsible for making sure these guidelines are followed.
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 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. 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.

Class syllabi must also be posted online and updated regularly.

- 5. Courses taught in conjunction with the Cross Creek High School.
 - a. Full time faculty and not part-time adjuncts must teach these courses.
 - b. The classes should be used as an opportunity to recruit excellent students to FSU and your program.
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, if they are participating in the Provost's faculty development seminar.
 - 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 Dean.
 - e. At the end of the schedule, each department should produce enough SCHs to justify the faculty positions in the department.
 - f. R/FTE/SCH – This ratio which is produced by the Provost will be used to largely determine faculty efficiency and faculty position needs.
7. Before classes begin, Department Chairs are to provide the Dean with the following three documents:
- a. Document #1 (by Class): The proposed class schedule for their department.
 - b. Document #2 (by Times): The class distribution list related to the approved times for their courses, illustrating the percentage of day time courses in each time slot and the percentage of day time classes taught on TR. 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 approve time frames.
 - c. Document #3 (by Faculty member): 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 (ie., course buyout from a grant, administrative duty assignment, Chair granting reassignment, pedagogical reasons).
 - 2) If a faculty member is not generating at least 1.0 SCHs, it may impact the distribution of resources, including faculty positions.
 - 3) 25 students is the minimum enrollment cap for all online classes, regardless of when they are taught.
8. When the class schedule is approved by the Dean, the Chair will be authorized to put it into Banner.
9. Overloads and Summer School
- a. Faculty do not have a **right** to overloads or summer teaching.

- b. All overloads and summer courses should be based on the needs of students and the university, not faculty desires for more money.
- c. The amount paid for an overload is based on how many credit hours it is over 12 credit hours.
- d. **Faculty cannot receive a course release for any reason and then receive overload pay to teach 12 or fewer hours.** No faculty member who is teaching less than 12 hours may teach a course at another institution during the same semester.
- e. No faculty will be approved to teach two overloads in one semester. This number includes any courses taught at another institution, because teaching a course at another institution during the regular school year constitutes an overload.
- f. All overloads are strongly discouraged, so other attempts to meet the needs of the students must be made to cover necessary courses before requesting an overload, such as canceling low-enrolled courses or unnecessary electives.
- g. Department Chairs should not allow Instructors (ABD) to teach overloads or summer school until they have completed their dissertations.
- h. 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.
- i. Funds for summer school are self-generating, so the Director of Summer Sessions, in consultation with the Provost, will determine the enrollment requirements and salary for summer school classes.
- 10. The Chairs are responsible for ensuring that these procedures are followed and that course load requirements are maintained.
- 11. Before a class schedule can be loaded onto Banner, the Dean must be able to verify to the Provost that all these conditions have been met.