

Academic Year Department Course Schedule Deadlines

The following deadlines have been established to assist Departments with the development, review, and submission of their course schedule.

Aug 1: Proposed Course Schedule Development Phase (Part 1)

- EMS opens
- Department develops a proposed schedule for the following year

Sept 1: Proposed Course Schedule Development Phase (Part 2)

- Associate Dean for Budget and Administration, Amy Falkowski, sends course schedule deadlines, guidance for scheduling courses, and data on enrollment including and low enrolled courses to Department
- Faculty Employment Resources will provide a faculty planning roster with data on multi-year contracts to Department

Sept 15: Communicate Proposed Course Schedule to Faculty

- Department communicates proposed schedule with all faculty providing an opportunity for faculty to review and confirm their agreement with the proposed courses to be offered/taught

Oct 1: Faculty Feedback Due Back to Department

- Faculty submit any questions/comments regarding the proposed schedule as well as any new course proposals that have been discussed in advance with their Department Chair/Director.

Oct 15: Send Proposed Academic Spine Course Schedule to Undergraduate Division

- Department sends Academic Spine (Sophomore Seminar, Junior Professional Practice, Senior Capstone) course schedule to Associate Dean of Undergraduate Studies, [Paul Jackson](#), in the Undergraduate Division for review and approval

Nov 1: Deadline for New Course Proposals

- Deadline to submit [New Course Proposal](#) for the next academic year (to ensure timely review by New Course Proposal committee)

Nov 15: Communicate Reduced Course Loads & Teaching Awards

- Department communicates with any part-time faculty who will have a reduced course load
- Faculty Services will communicate Team Teaching Award results

Dec 1: Fall/Spring Course Schedule Due

- Submit completed and comprehensive course schedule via EMS.

Dec 15: Review of Course Schedules Submitted

- Associate Dean of Budget and Administration, [Amy Falkowski](#), reviews the proposed course schedule and provides feedback that may result in updates and/or changes to the schedule.

Jan 10: EMS Reopens for Changes

Feb 2: EMS Closes

Feb 3: Changes must be submitted via Google Sheet Change Doc

Feb 14: Next Academic Year Schedule is Posted on the Web