

Guidelines for Development of Departmental Schedules

The primary objectives for creating course schedules should be based on student academic needs, pedagogy, and enrollment and retention goals.

Department Chairs must reexamine the offerings each semester and develop a schedule based on the curricular needs as well as optimal and efficient utilization of faculty, space, and equipment. The previous year's schedule should not automatically be rolled over.

Department Chairs are responsible for creating a well-distributed and balanced schedule with the Administrative Directors by using these guidelines:

- Compare a proposed schedule with the previous year's equivalent semester enrollment, making sure to review the previous semester's add/drop rates.
- Determine the number of sections to be offered each semester based on the previous year's enrollment. For example, if only five sections of a course are running for the current fall semester, one should not offer six sections of the course in the next fall's schedule, unless there is compelling evidence to indicate enrollment will grow for the course. Another example for adding a section would be if the current course utilization in fall is at high capacity.
 1. Check enrollment in People Soft
 2. Check with Admissions (who can provide enrollment goals for incoming Masters Degree programs). (See Grad Project scheduling below)
- Maximize studio and instructional spaces by fully utilizing mornings, afternoons, evening, and weekend time slots
- Spread out basic, introductory, and required/core courses in the department across the week, day and evening in varied time slots. It is critical that chairs schedule sufficiently for high demand courses to accommodate student needs.
- Minimize schedule conflicts for students. Communicate with other departments to understand popular program requirements by contacting other chairs and [ADs](#).
- Prioritize faculty ranks- full-time first, adjunct second, lecturer third.
- When planning for a hire year, create TBAs in the schedule for courses to be taught by the new full-time faculty.
- Full-time faculty course load is six courses or the equivalent number of course credits.

- Adjunct faculty may teach up to five courses per academic year or the equivalent number of course credits and may be contracted for an additional two administrative assignments in an academic year.
- For lecturers hired to begin teaching in fall 2017 or thereafter, the maximum number of courses a lecturer may teach per academic year is three or the equivalent number of course credits, unless approved by the Dean of Faculty. "It is also recommended that Lecturer faculty hired prior to the 17/18 academic year not teach more than three courses per academic year or the equivalent number of course credits unless they have consistently done so. Lecturers may be contracted for up to two administrative assignments in an academic year.
- Communicate the proposed schedule with department faculty
- Review courses repeatedly, cancel due to low enrollment, and offer the cancelled courses again only after they have been thoroughly revised.
- Make available your departments designated classrooms that are not being utilized so that other departments can use the additional space. This can be done through the Space Utilization Report on People Soft and through direct communication between departments.
- Be strategic in introducing new courses and faculty. When adding a new elective to develop curriculum without increased enrollment, another course should be removed from the schedule.

Graduate Projects: MFA

- Faculty should be chosen based on their expertise and reputation with the students.
- Sections should be determined based on the departments expected enrollment while being interdisciplinary.

Anticipated enrollment can be determined by following this formula:

- Combine incoming student enrollment goals + expected number of returning students, multiplied by the number of sections (usually 2) that an MFA student will register for in a given semester.
- Faculty should not over-enroll their Grad Projects- this can lead to low enrollment in other sections.

After the schedule is published and students are registered, the chairs and administrative directors are responsible for:

- Reviewing and modifying the schedule in light of actual enrollment
- Making decisions, in collaboration with Associate Dean of Budget and Administration, regarding possible addition or deletion of sections.