Schedules for Fall 2012 and Spring 2013

Due Date: Fall - February 6, 2012
           Spring – February 13, 2012

- Send your schedules to both your area Dean and Pat McClellan.
- The schedule should be in Excel using the exact format attached to this email – Schedule Template.
- Please use the worksheet labeled Schedule by Room to help in your planning.
- Room information will be sent separately January 23rd or 24th.

Guidelines for 2012-13

Developing your Schedule:

1. Classes need to be offered throughout the day and across all days – M-F. The decreased number of Friday classes is of great concern. Friday is a class/work day and we cannot continue the trend toward a M-R week.
   a. At least half of your MWF time period classes should include Friday as a meeting day. If faculty want to use a twice a week format, then WF or MF are also options in addition to MW.
   b. Your department’s ability to offer classes at any given time period is based on the number of classrooms you have available, i.e. if you have two classrooms, you cannot have four faculty teaching classes on MWF at 10:00 am. No consideration for a classroom outside of your assigned rooms will be considered unless you have exhausted all space assigned to your department.
   c. Departments should offer classes that begin and end within the defined class period. Our class grid is not designed to offer 4 cr hr courses twice a week. If this is absolutely necessary, then they should be offered during the less popular times of the day. Labs/Studios should try to minimize the number of class periods that are used.
   d. Multiple section classes and labs should be offered across the day. Single section classes should never be offered during the Humanities class periods.
   e. Please keep our students and their ability to schedule their classes as your top priority.

2. If one of your faculty members is teaching outside the department – you should assign them space allocated for your department. Make certain you send the course and assigned classroom information to the appropriate program director. Space is allocated based on # of faculty. The only exception is if you have more faculty teaching Humanities than you have reserved Humanities space.

Changes to the Schedule:

We are anticipating that the schedules you submit are final and will not require many changes. Once your Dean has approved the schedule and sent it to the Registrar’s office for entry into the master schedule, if changes are necessary, please see the list below for directions on where to submit change requests:

Changes to send to your Dean – copied to Leda:
   Instructor changes
   Course changes – additions or deletions
   Time changes - Meeting days or times

Changes to send to Leda Wyszynski (lwyszyns@unca.edu)
   Enrollment limit changes
   Room swaps – within your allocated space
   Editorial changes – Course title error, time entry error

Staffing:

In most cases, departments should include only their regular faculty in developing their department's schedule. Departments should only include adjuncts and/or one-year contract lecturers if they have already received approval from their Dean.
Reassigned Time:

1. Only administrative reassigned time (ART) may be considered in developing the schedule. ART includes assignments such as Department Chair, Program Director, Endowed Chair, and/or grant buyouts.
2. When possible, more of the ART should be taken in the Spring semester.

Faculty Workload:

Two measures need to be satisfied: (I) Contact Hour Load = 24/yr and (II) Anticipated enrollment per course that is at least eight (8) students. Additionally, the average number of Organized Course Sections (OCS), which includes lectures, labs, and recitations with at least eight (8) enrolled students, should be four (4) per faculty member in the department.

1. Contact hours should be at least 24 hours for each faculty member for the year. As example, if a faculty member teaches 11 hours in one semester, then he/she must teach at least 13 hours in the second semester.
2. The number of anticipated students, as demonstrated by historical enrollments, per workload class must be at least eight (8).
3. Only one faculty member in each department may count Undergraduate Research or Individual Research course(s) in her or his official semester workload. Total enrollment(s) or combined enrollment(s) must be at least eight (8) students. If departments decide to assign these types of courses to more than one member of the department, only one of the faculty members will be allowed to count the courses for up to three contact hours of her/his semester workload. The same holds true for Internship/Field Work courses, which may be assigned to a faculty member (other than the one handling the research courses) if enrollments warrant it.
   Again, enrollments in these types of courses, supported by historical data, should be at least eight (8) students and the scheduled contact time with students should be used as the workload measure. As example, if an internship course carries six credit hours for the student, but the faculty member meets with the student once a week for 50 minutes, then the workload contact hour used is one contact hour.
4. Classes that are cross-listed for some or all of their meetings must use the actual contact time. For example, assume a single faculty member is slated to teach two sections of a three-credit hour course that each meets three times a week. If the courses were not cross listed and met independently of each other, they would count as six contact hours in the faculty member’s semester teaching-load. However, if each class meets separately twice a week and the two classes meet together once a week, the faculty member would meet with students for five regular class meetings, and these two cross-listed courses together would count for five (5) contact hours in the faculty member’s semester teaching-load.
   This rule also applies to faculty teaching multiple sections of one of the Humanities courses. If a faculty member teaches one section of a Humanities course, it will count as four (4) hours in the faculty member’s workload. If the faculty member teaches two sections of the same Humanities course, the two courses together count as seven (7) contact hours in the faculty member’s workload. Similarly, if the faculty member teaches three sections of the same Humanities course, the total would be ten (10) hours in the workload. If a faculty member teaches one section each of two different Humanities courses, then the faculty member receives four (4) contact hours for each section.
5. When two faculty team-teach a course, it will be assumed that each faculty member’s contact hours will be half of the total course contact hours. If more than two faculty teach the course, the total course contact hours should be divided among the contributing faculty.

Course Offerings:

1. Classes offered need to satisfy either ILS or major requirements – either for the department or other departments. The university does not currently have the resources to offer free electives that do not satisfy some type of graduation requirement for students.
2. Class limits may need to be increased.
3. Departments need to develop alternate plans for addressing curricular requirements that have historically required offering low-enrollment classes.
4. With the cuts to the lecturer and adjunct budgets, some departments will be disadvantaged more than others. Those departments whose staffing is relatively unaffected by the budget cuts should try to adjust their departmental course offering to increase the ILS and interdisciplinary program contributions (LSIC 179 and 379, Humanities, Arts, MLA, Honors, AFST, WGGG, INTS, etc.) from their faculty.

Courses for incoming Freshmen and Transfer students:

1. We will, again, reserve seats in all LSIC 179 and 379, Lang 120, Hum 124, and 100-level, introduction to the major classes. Please include limits that are your maximum limit when you submit your schedule. Our plan is to pre-register incoming freshmen, prior to orientation, for approximately 60-70% of their courses, based on their indicated major. We also hope to pre-advice transfers as we have done for the past few semesters.

2. At the end of early registration (Mid-April) the Assistant Provost, in consultation with the Deans, will make recommendations regarding changes to the schedule in order to assure that classes are available for incoming freshmen and transfer students. These changes may include replacing low-enrolled classes with freshmen/transfer classes, increasing enrollment limits, relocating classes to different rooms, or any other changes that might be needed in order to deliver the curriculum to all students.