Schedule of Classes Guidelines from CLAS Dean's Office *[rev. 7-24-24]*

The Office of Student Records maintains a Google folder of scheduling instruction documents: https://drive.google.com/drive/folders/0AO-RwKVfp3mUUk9PVA . Chairs should have access; if you do not, email um.scheduling@maine.edu for assistance.

Chairs' responsibility

As department chair, you hold the authority and responsibility for managing department resources, establishing academic class schedules, and making teaching assignments. It is, of course, necessary and appropriate to consult with faculty in the process of building the schedule. However, faculty preferences for certain courses on certain days or at certain times must be subordinate to programmatic needs.

Time patterns

When building the schedule, avoid specifying specific times of day for classes. In general, you will, instead, select "time patterns" rather than specifying times of day. Time patterns reference how many times per week a course is offered (e.g., d2 means twice per week, d3 means three times per week) and for how long (e.g., d2*1h15 means the class meets twice per week for 75 minutes). Time patterns also allow you to specify the days on which the classes meet (TTh, MWF, for example).

With approval by the Dean's Office and in consultation with the Office of Student Records (OSR), a small number of sections may be offered at "forced times" that are stipulated by departments and do not match an available time pattern. Most sections will be scheduled by the Infosilem software, based on the specified time pattern, the "instructor constraints" on file, and any "course combination" or "course constraint" restrictions submitted to OSR. Please be aware that course combinations and constraints may be submitted by departments other than the one offering the course.

Faculty constraints

Twice per year, once in the fall and once in the spring semester, you will need to ask faculty in your unit to complete their instructor constraint forms. Instructors use these forms to indicate days and times they would prefer not to teach (tier 3); days and times they have other work obligations, such as meetings or research time, or personal obligations such as child care (tier 2); and whether certain disabilities, medical conditions, and religious observances prevent them from teaching during certain times (tier 1).

Tier 2 and 3 constraints must be entered into the DCU when you build the schedule. Tier 1 constraint information, which includes disabilities, medical conditions, and religious observances, must be provided to the offices indicated on the constraint form and must not be entered on the form itself. Requests (however informal or vague) for disability-related accommodations should be referred to the ADA Coordinator at the Office of Equal Opportunity (https://umaine.edu/eo/accessibility-umaines-commitment-to-people-with-disabilities/contact-eo/).

Course combinations

Twice per year, before the DCU opens for scheduling, OSR will ask you to complete a "course combination" form for the semester that you will schedule next. A course combination form contains information about which courses cannot be offered at the same time, which courses need to be offered back-to-back (e.g., a lecture and a lab), and which courses must be offered on certain days. A course combination form also allows you to input constraints for entire groups of instructors. You can, for example, create a combination that ensures that OSR does not schedule any of your unit's faculty during

your regular department meeting time. This group constraint eliminates the need for each faculty member to enter that constraint on their own constraint form.

Do note: If you utilize course combinations to create group-based constraints, you may not enter those through the instructor constraint form, too.

Capacity
Course capacity should correspond with Office of Institutional Research projections, which are provided to chairs by the Dean's Office. Courses that historically have had relatively low enrollment should be offered less frequently. You may be asked to cancel sections that do not meet the minima (https://studentrecords.umaine.edu/faculty-and-staff/classroom-scheduling/). Please design your department's schedule to minimize this likelihood. Section caps should not be set below the minima. Caps should also not be set significantly higher than likely enrollment, so that the relatively few large classrooms on campus can be assigned to classes that truly need them.

The primary factors to consider in setting course capacity are (a) students' timely progress toward graduation, and (b) responsible use of human, financial, and classroom resources. Faculty teaching preferences should be considered after these other factors.

Funding of sections
Department faculty and teaching assistants should be fully and appropriately assigned before funding for additional sections is sought from the College. The Dean's Office will coordinate with the Division of Lifelong Learning (DLL) about DLL funding for CLAS courses taught online.

For more information:
- Check the Office of Student Records FAQ about scheduling here https://studentrecords.umaine.edu/faculty-and-staff/classroom-scheduling/classroom-scheduling-faqs/.
- Review the documents in the Google folder linked at the beginning of this document.
- Consult the Dean or the Associate Dean for Academics.