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 and constraints:

In general, you will select “time patterns” rather than specifying times of day. With approval by the Dean’s Office in consultation with the registrar, a small number of sections may be offered at “forced times” that are stipulated by departments and do not match an available time pattern. Offering times for most sections will be set by the Infosilem software based on the specified time pattern and on the “instructor constraints” on file.

“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 Equal Opportunity.

Capacity:

Schedules should respond to the needs for instruction, considering student demand, timely access to courses required of the major, service commitments, and other general considerations such as accreditation or course sequencing. Faculty teaching preferences should be considered after these other factors.

Course capacity should correspond with Office of Institutional Research projections. 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 (http://studentrecords.umaine.edu/academics/cancellation-of-classes/), so please design your department’s schedule to minimize this likelihood. Sections caps should not be set below these minima.

College funding of sections:

Department faculty should be fully and appropriately assigned before funding for additional sections is sought from the College. Departments that have internal funding for adjuncts are expected to use it before seeking financial assistance from CLAS.

Most College funding for sections comes from the “section project” and is restricted to courses that will be filled by first-year students primarily. If at all possible, you should avoid using section project funding to cover courses that are requirements for your majors unless you are confident that there are enough first-year majors to populate the courses.