

Schedule of Classes Guidelines from CLAS Dean's Office [rev. 7-22-21]

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 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.

"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 Office of Equal Opportunity.

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 (<http://studentrecords.umaine.edu/academics/cancellation-of-classes/>). Please design your department's schedule to minimize this likelihood. Section caps should not be set below the minima.

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

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 available for adjuncts are expected to use it before seeking financial assistance from CLAS. Departments may also be asked to tap their carry-forward before the College provides additional funding.

Most College funding for sections comes from the "section project" and is restricted to courses that will be filled by first-year students primarily. You should not plan to use "section project" funding for majors' courses unless you are confident that there are enough first-year majors to populate the courses.