

The University of Wisconsin Oshkosh
Policy # [####]—**DRAFT**, [Date]
Course Scheduling Policy



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This draft course scheduling policy is offered only as an example. It should not be interpreted as the only or preferred way to schedule courses in the proposed models. The faculty of each school will be responsible for crafting a course scheduling policy that addresses the unique needs of the areas which comprise the school. The goal of this example policy is to demonstrate how a school director can be responsible for *overseeing* the scheduling process, while area coordinators and area faculty can *maintain the responsibility* of determining course offerings and proposing schedules.

1. PURPOSE

The purpose of this policy is to define the process for scheduling courses within the School of Future Studies, including the delineation of roles and responsibilities assigned to the School Director and Area Coordinators, as well as area faculty and other instructors.

2. RESPONSIBLE OFFICER

Director of the School of Future Studies

3. SCOPE

This policy applies to all disciplinary areas within the School of Future Studies.

4. BACKGROUND

Course scheduling responsibilities within the School of Future Studies are performed by the School Director and the Area Coordinators, with input from faculty and instructional academic staff. This policy establishes the division of responsibilities between the School Director and Area Coordinators, as well as the role of faculty and instructional academic staff, thereby outlining the process and best practices that shall be applied to the creation of semester schedules.

5. DEFINITIONS

- *All Parties*: All members of the School of Future Studies who, as described in this policy, assume a role in the scheduling of courses.
- *Area Instructors*: All current faculty, instructional academic staff, and any other staff who are responsible for the instruction of courses originating in a disciplinary area housed within the School of Future Studies.
- *Area Draft*: A draft version of a semester course schedule created by the Area Coordinator, in consultation with Area Instructors, to be submitted to the School Director. The area draft is created from the *coordinator draft* (see below).
- *Coordinator Draft*: A draft version of a semester course schedule developed by the Area Coordinator and shared with Area Instructors, functioning as the base for building the *area draft*.
- *Final Area Schedule*: The final schedule, which is approved by the school director and used by the school DAs to build courses.
- *Schedule Template*: The starting point in the semester course scheduling process, the schedule template is created by the School of Future Studies DA(s), based on the most relevant past semester schedule, as determined by the Area Coordinator.

6. POLICY STATEMENT

1. General Scheduling Principles

- a. Faculty within an area, as disciplinary experts, shall propose, under the leadership of their area coordinator, semester schedules that follow the general scheduling principles outlined herein.
- b. All parties shall adhere to the UW Oshkosh [Common Course Scheduling Policy \(GEN 4.B.7\)](#), unless the School Director and Dean agree to grant an exception.
- c. A semester schedule shall provide course offerings which allow students to progress toward degree completion in a timely manner.
- d. Time conflicts between courses within an area and/or between areas sharing students, including USP, shall be avoided in order to:
 - i. maximize the potential of reaching minimum enrollment totals;
 - ii. prevent enrollment competition between courses within the School of Future Studies;

- iii. allow students to create course schedules which allow for reasonable progress toward their degree completion;
- iv. maximize use of and access to shared labs/studios
- e. Course scheduling shall take into consideration the need of tenure-track faculty to establish their research/creative agenda, prepare course materials, and otherwise perform duties that allow for progress toward tenure.
 - i. Whenever possible, the teaching schedule of tenure-track faculty shall allow for at least two weekdays free of classroom/lab/studio instruction.

2. Area Coordinator Scheduling Responsibilities

- a. The area coordinator shall adhere to the general scheduling principles outlined in section 6.1 of this policy.
- b. The area coordinator shall be provided a *schedule template* by the School of Future Studies DA(s) based on the most relevant past semester schedule, as determined by the area coordinator.
- c. The area coordinator may use the *schedule template* to prepare the *coordinator draft* of a semester schedule, in which the area coordinator makes suggested revisions based on the curricular needs of the area and in
 - i. The area coordinator may choose to bypass this step if they feel it is appropriate.
- d. The area coordinator shall share the *coordinator draft* with faculty for the purpose of receiving feedback on course offerings and times.
- e. The area coordinator may meet individually with faculty and/or lead an area meeting to address any perceived issues with the schedule.
 - i. After such meetings have concluded, the area coordinator shall finalize this version as the schedule as the *area draft* and present it to the school director.

3. School Director Scheduling Responsibilities

- a. The area coordinator shall adhere to the general scheduling principles outlined in section 6.1 of this policy.
- b. The school director shall be responsible for final approval of a *final area schedule*.
- c. The school director shall review *area drafts* to determine if the general scheduling principles outlined in section 6.1 of this policy have been followed.
- d. Should the school director determine that changes to an *area draft* are warranted, the school director shall work with the area coordinator and any affected faculty to resolve the issue.

- e. As the individual responsible for the school budget, the school director shall make decisions regarding area schedules to ensure the budget is being managed responsibly to meet the needs of the students, pursuant to section 6.1 of this policy.
 - i. This includes:
 1. Considering low enrollment rationales
 2. Canceling courses with low enrollment per college policy
 3. Encouraging area coordinators and faculty to schedule and rotate courses to promote the strongest enrollment possible.
 4. Encourage areas to share courses, faculty, and other resources when determined to be in the best interest of the students.

2. All paragraphs in this section must be numbered/lettered.

a. Use sub-statements where necessary.

3. Policy statements constrain behavior in one of three ways:

a. You shall.....

b. You may.....

c. You may not....

4. If the statement is not stating one of those three, it is not a policy statement and belongs somewhere else.

a. i.e. "should" or "might" are not policy statements because they do not require, permit, or prohibit. They're just nice ideas.

7. REFERENCES

- [Common Course Scheduling Policy \(GEN 4.B.7\)](#)

8. PROCEDURES

[Links to procedural information on how to comply with the policy.]

9. REVISION HISTORY

[Date]	[Brief revision description]
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