SCHEDULING PROCEDURE

1. Each summer, the Scheduling Officer (SO) and the Director of the Graduate Program (DGP) will determine the Fall and Spring scheduling deadlines for the graduate schedule.

2. Once Registration and Records (RR) publishes the production schedule (i.e., RR’s list of deadlines for each semester), the SO will provide the DGP with a copy.

3. The SO will assemble a list of full-time faculty and their teaching loads for the semester. After the list is approved by the Department Head, the list will be forwarded to the DGP.

4. While the DGP works on the graduate schedule, the SO will staff the core (i.e., COM 230, 240, and 250). Once the schedule for the core has been determined, that information will be sent to the DGP who will try to avoid scheduling graduate classes at the same time as the undergraduate core courses. These efforts should ensure that a sufficient number of GTAs are available during the undergraduate core course class times.

5. The DGP will provide the SO with a copy of the tentative graduate schedule, and the SO will use that information to adjust the list of faculty loads.

6. The SO will contact each concentration coordinator with two lists: (1) the list of instructors who s/he should contact about teaching preferences; and, (2) the list of faculty loads. At this time, the SO will also schedule a meeting of the concentration coordinators, the CRDM Director, the DGP, the Department Head, the Associate Head, and the head of Advising.

7. Each concentration coordinator will contact the individuals on his/her list to ascertain those individuals’ teaching preferences. Concentration coordinators should assemble a list of each instructor’s preferred course(s), days, times, locations, and technology.

8. Concentration coordinators will come to the scheduling meeting with a list of instructor teaching preferences. The goal of the meeting will be to determine which courses will be taught by which instructors and to identify courses to be taught by graduate students and adjunct faculty.

9. The CRDM director will come to the scheduling meeting with a list of graduate student instructors and their qualifications and preferences. After the meeting, the CRDM director will contact the graduate students who have been selected to teach COM courses and inform them of their course assignments.

10. The SO will contact the CRDM student instructors and adjunct faculty to solicit their preferred teaching times, days, locations, and technology.

11. Lists of teaching preferences will be given to the SO who will use that information to determine when and where classes will be offered.

12. A complete draft schedule will be sent to the concentration coordinators for their review.

13. After this initial review, the draft schedule will be sent to the faculty.

14. Once the schedule is finalized, the SO will send the schedule to the office staff. This version of the schedule will indicate which instructors are students and adjunct faculty.

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