

# Class Schedule-Building Checklist

## Meeting Student Needs

- Will graduating seniors (both majors and minors) have a sufficient number of elective options to complete graduation requirements in the year? Looking at the graduation requirements of your specific students can be helpful in determining whether this need is met.
- Is the number of intro-level classes calibrated to the size of the incoming and sophomore classes?
- Is your department offering classes that are available to students from outside the major (e.g., in the Core, in interdisciplinary programs)?
- Are classes spread out over the course of the day and the week so that students are able to take the classes they need and so that we have sufficient and appropriate classrooms available?

## Meeting Faculty Needs and Commitments

- Do all tenure-line faculty have 6 units (through a combination of classes and release units)?
- Do pre-tenure faculty members have schedules that extend their teaching experience without numerous new preps? Especially if up for evaluation, are pre-tenure faculty members teaching classes about which they feel confident and prepared or success?
- Are any specific classroom needs noted?

## Requesting Staffing Resources

- If you have proposed offering a class/classes taught by someone who is not a tenure-line faculty member or ongoing Instructor, have you requested units via the Adjunct-taught course or Faculty leave request forms online?