

Summary of Scheduling Principles

- Efficient and effective use of classroom space
 - “The schedule should reflect an efficient and effective use of the classrooms available, of the five working-days available per week, and of the hours from 8:00 a.m. to 9:50 p.m.”
 - Schedule courses throughout the day.
 - Schedule courses throughout the week.
 - Plan for an equitable distribution of courses in and MWF and TT time slots.
 - Contact academicdeans@pugetsound.edu to discuss changing the duration of labs.
- One-day-per-week, three-hour classes
 - limited to 300- and 400-level courses and graduate courses
 - Starting times are 3:00, 4:00, 5:00, and 6:00 p.m., provided it is not a single section of a course required by the major.
 - Note that 2:00 is not an approved starting time.
- Common Period – Wednesdays, noon – 1:30 p.m.
 - “Departments should avoid scheduling classes during this time so that as many faculty members as possible are available to participate in the affairs of governance that concern the whole community.”
 - If classes must be scheduled between 1:00 and 1:30 p.m. during the Common Period, they should only be scheduled with these criteria in mind:
 - The course schedule necessitates the use of the slot.
 - When possible, courses in this slot should be staffed by instructors who do not have voting rights.
 - If faculty members must be scheduled in this slot, they should be scheduled on a rotating basis (from semester to semester), to ensure that no faculty member is routinely disenfranchised.
- 4:00 p.m. Time Period
 - Should only be used for courses not required for the major and for which there are multiple sections.
 - Includes courses that start prior to 4:00 p.m. and cross into this time period (e.g., 3:30 - 4:50 p.m.)
- Course Enrollment Limits
 - Artistic, Humanistic, and Social Scientific Approaches Core areas to have a limit of 28.
 - Mathematical Approaches courses to have a limit of 24.
 - Seminars in Scholarly Inquiry to have a limit of 17.
 - Connections to have a limit of 22.
 - Team Taught Connections courses enrollment must support two teaching units.
 - Contact academicdeans@pugetsound.edu if you have questions about enrollment limits.

Approved Time Periods

<p style="text-align: center;">MWF</p> <p style="text-align: center;">8:00 – 8:50 9:00 – 9:50 10:00 – 10:50 11:00 – 11:50 1:00 – 1:50¹ 2:00 – 2:50 3:00 – 3:50 4:00 – 4:50</p> <p>¹The Common Period is 12:00 - 1:30 p.m. on Wednesdays. Departments should avoid scheduling classes during this time as outlined in guideline 1 on the next page.</p>	<p style="text-align: center;">TT</p> <p style="text-align: center;">8:00 – 9:20 9:30 – 10:50 11:00 – 12:20 12:30 – 1:50 2:00 – 3:20 3:30 – 4:50</p> <p style="text-align: center;">MW/WF/MF</p> <p style="text-align: center;">12:00 – 1:20 (MF only) 2:00 – 3:20 3:30 – 4:50 4:00 – 5:20 (5:00 – 6:20, 6:00 – 7:20 also available)</p>
<p style="text-align: center;">MTTF/MTWT/MTWF/MWTF</p> <p style="text-align: center;">8:00 – 8:50 9:00 – 9:50 10:00 – 10:50 11:00 – 11:50 12:00 – 12:50 (MTTF only) 1:00 – 1:50 (MTTF only) 2:00 – 2:50 3:00 – 3:50 4:00 – 4:50</p> <p>Four-day-per-week courses beginning at 9:00, 12:00, or 3:00 will have Tuesday and/or Thursday session(s) adjusted to fit within the closest 80-minute time period (see the upper-right box above).</p>	<p style="text-align: center;">MTWTF</p> <p style="text-align: center;">8:00 – 8:50 9:00 – 9:50 10:00 – 10:50 11:00 – 11:50 2:00 – 2:50 3:00 – 3:50 4:00 – 4:50</p> <p>Five-day-per-week courses beginning at 9:00 or 3:00 will have Tuesday and Thursday sessions adjusted to fit within the closest 80-minute time period (see the box above).</p>

Further Resources

The original approved scheduling guidelines from November 12, 2007 can be found in the archived [Faculty Senate Minutes](#).

The amendment to include the common period can be found in the March 28, 2016 archived [Faculty Senate Minutes](#).

Further Discussion on the common period can be found in the September 26, 2016 archived [Faculty Senate Minutes](#).