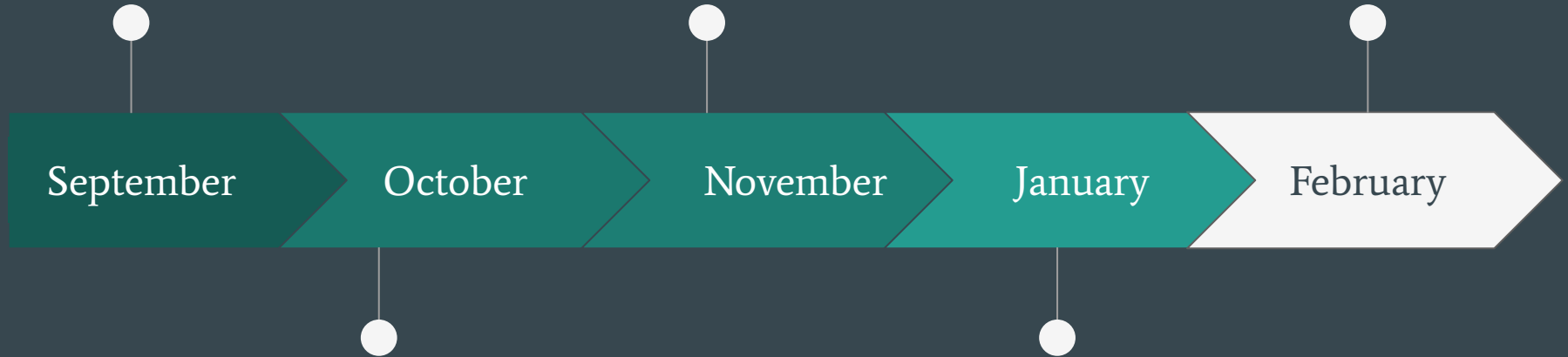


Request for course schedule proposals goes out.

ADO and Registrar reach out to department for revisions.

The schedule is finalized and available in PeopleSoft.



Schedules are due and ADO and Registrar begin review.

Hiring and staffing information is finalized and shared with relevant chairs.

# Course Scheduling Timeline

## Prep

The associate dean and assistant dean review a Core Seat Analysis for the current schedule. The Registrar conducts a space analysis and Fall Tenth Day of Classes Census is run and enrollment projects are due.

## September: Request

Requests for the 2022-2023 and Summer 2022 course schedules are due. Departments chairs work with their departments to coordinate two schedules.

## October: Review

Each departments' course proposals are due. The Provost and Academic Deans Office and Office of the Registrar review all schedules according to scheduling principles, faculty load, core demand, student need, leave information, etc.

## November: Revise

Provost and Academic Deans and Registrar's Offices review schedule requests from departments and communicate with departments about revisions.

Registration opens for spring 2022 on November 5th 2022.

# Course Scheduling Timeline

December:  
Revise

Provost and Academic Deans' and Registrar's Offices finalizes any revisions with departments and sends the schedule to the Schedule Coordinator for input into PeopleSoft.

January:  
Input

Provost and Academic Deans Office sends staffing updates to relevant chairs for adjunct instructors and visiting contracts and searches for 2022 - 2023

February:  
Finalize

After staffing information has been sent out, send Fall 2022 and Spring 2023 schedules to chairs to review and make final adjustments.

# Non-tenure tracking hiring

- Submit visiting faculty requests by December 2nd, 2021
  - Submit part-time instructor (adjunct) requests by February 15th, 2022
  - Options
    - Submitting two schedules
    - Submitting schedule assuming no full-time visiting hire but possibility of part-time hires
-

# Recommendations

Building your course schedule

- Coordinating with other departments on offerings
  - Looking at what specific students need to graduate
  - Cycling classes
  - Stacking classes
-

# Resources

- Campus queries
  - [Class schedule building checklist](#)
  - Data from past schedules
  - Numbers of majors/minors
  - [Summary of scheduling principles](#)
  - Enrollment and your ongoing conversations with your students
-