

# Memorandum

Office of the Provost and Vice President  
for Academic Affairs

**Date:** January 14, 2021

**To:** Department Chairs  
College Deans



**From:** Mary Beth Walker  
Provost and Vice President for Academic Affairs

**Subject:** **Scheduling of Faculty Teaching Assignments**

Your attention is directed to the current campus policy on scheduling of instruction, which is noted on the attached document.

The policy statement was approved by the Educational Policies Committee on November 1, 1967, approved by the Faculty Senate on January 18, 1968 and subsequently accepted by the President. During the March 16, 1983 EPC meeting, an “hour” was interpreted to mean the traditional class hour of 50 minutes. The following excerpt from the May 3, 1983 EPC minutes provides further clarification:

“The intent of EPC’s action concerning the Policy on Instructional Periods was to clarify the 1967 policy. The committee affirmed that, as a rule, a faculty member should not be scheduled to teach more than five 50-minute periods of lecture on one day. Within the policy, a class meeting 50 minutes should be construed as one hour and a class meeting 75 minutes should be construed as one-and-a-half hours.”

Faculty teaching schedules should be prepared in compliance with these policy guidelines except in special circumstances that would justify an exception, such as the scheduling of classes in special programs that offer compressed formats. Any proposed teaching schedules that are not consistent with these guidelines are subject to the approval of the College Dean prior to submission of the final class schedules.

MBW:DG:aa  
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Attachment

cc: Elizabeth Adams, Associate Vice President for Undergraduate Studies  
Diane Guido, Associate Vice President for Faculty Affairs

## **SCHEDULING OF INSTRUCTION**

(Proposed and approved by the Educational Policies Committee on November 1, 1967;  
approved by the Faculty Senate on January 18, 1968)

MSP to approve the following statement:

The Educational Policies Committee views scheduling of instruction as an administrative function. As such, the Educational Policies Committee recommends to the academic administration (i.e., Department Chairmen, Deans, and Academic Vice President) that they should assume the responsibility for maintaining academic excellence by providing a schedule of classes which enables students to schedule a full program of studies and provides professors with teaching schedules that permit instructional effectiveness to be maintained. The Committee recognizes the need for faculty members to have significant blocks of time available for preparation for instruction and for research or creative work. However, instructor's schedules should provide for breaks in instruction, and adequate time for consultation with and advisement of students. The following are recommended as general policy guidelines to achieve these ends:

- a. As a general principle, students should not be allowed to register in two courses at the same hour.
- b. As a general principle, lecture classes should be scheduled for no more than three consecutive hours. Combined lecture, laboratory (studio, activity) courses should be no longer than four consecutive hours. (An earlier policy established two consecutive lecture hours as maximum).
- c. As a general principle, instructors should not be scheduled to teach more than two consecutive lecture courses or more than four consecutive hours for lecture, laboratory (studio, activity) courses.
- d. As a general principle, instructors should not be scheduled to teach more than five hours of lecture on one day; however, the five-hour lecture limit may be extended six hours when day cases are computed with evening classes and when the six-hour schedule occurs only once a week.
- e. As a general principle, instructors should not be scheduled for more than seven hours of lecture or laboratory or studio or activity courses on one day.