

Department of Philosophy: Scheduling Policy

I. The Scheduling Committee

The Scheduling Committee has five members. It consists of (a) the Scheduling Officer, (b) the Director of Undergraduate Studies, (c) the Director of Graduate Studies, (d) the Department Chair, and (e) the Department Associate Chair. If any one of (b)–(e) serves as Scheduling Officer, then the committee will also contain the Director of Teaching Assistants.

The Scheduling Officer is appointed by the Departmental Chair with the advice and consent of the department.

II. The Scheduling Process

The Scheduling Officer surveys undergraduate majors and graduate students for their course preferences in the up-coming year.

The Scheduling Officer asks faculty for their suggestions concerning their contributions to the curriculum in the up-coming year. He/She also gives faculty an opportunity to comment on the extent to which their suggestions have been implemented in the past. (This request for input from faculty might be accompanied by a list of courses that, in the Scheduling Officer's view, need to be taught during the year in question.)

Taking account of faculty input, student preferences, and university and departmental priorities, the Scheduling Officer puts together an initial draft of the schedule. He/She passes on to the Scheduling Committee this draft, along with the faculty input.

The Scheduling Committee then reviews the draft. In so doing, it must consider *inter alia* the department's obligations to the campus CORE Distributive program and the Honors program as well as the needs of philosophy minors, majors, and graduate students. While the Committee must take account of administrative pressure to maintain/increase enrollments, it may occasionally schedule low-enrolling courses, if there is pedagogical justification for doing so. In light of these considerations as well as faculty input, the Committee may revise the draft.

After review and/or revision by the Scheduling Committee the draft is (a) circulated to all faculty, (b) discussed at a meeting of Teaching Committee, and (c) discussed at a meeting of Graduate Affairs Committee. The Scheduling Committee takes into account any further input it receives and then approves a schedule.

Later adjustments to this schedule (e.g. in response to faculty winning GRBs or outside research awards) are made by the Scheduling Officer subject to the approval of the Scheduling Committee.

At the appropriate time each year the Scheduling Officer puts out an announcement asking faculty for time preferences and room preferences. A detailed weekly schedule is then devised by the Scheduling Officer, which (a) meets the requests of instructors where possible, (b) minimizes scheduling conflicts where possible, and (c) preserves continuity from the previous year where this doesn't conflict with (a) or (b).

III. Resolution of Conflicts.

If, after discussion with the Scheduling Committee, the Departmental Chair or a faculty member does not agree with a course assignment, then the matter will be brought to the Faculty Advisory Committee, which will decide it.