

To: Faculty, Department of English

From: The Management Team

Re: Department of English Procedures for the Annual Scheduling and Assignment of Courses

The ongoing budgetary and enrollment problems at UWM mean that there is increased scrutiny of department schedules and enrollment numbers. While we have managed our offerings pretty well so far, our department will have to exercise even more careful planning and good judgment in constructing our array of course offerings in the future. We will also be moving to planning schedules on an annual basis.

The procedures outlined below are a refinement of past practices, and remain driven by the policy language in the Department Handbook (excerpted at the end of this memo). Everyone's cooperation in following these procedures will be greatly appreciated.

***In sum, plans/tracks will construct proposed course arrays for both semesters of the coming academic year; gather faculty and staff preferences; and submit their slate according to the schedule below. Responsibility for curriculum design rests with the faculty of the plans/tracks; plan schedules and instructor assignments are reviewed and finalized by the Management Team.***

**1. Primary criteria determining course offerings and schedule:**

- a. Programmatic need as determined by the plan/track coordinators, advisory committees, and Management Team members.
- b. Enrollment data from previous terms.
- c. Times and days analysis indicating most feasible slot(s).
- d. Alignment of course subject matter with research field/expertise of the instructor.
- e. Fair historical distribution of course teaching opportunities among faculty.

**2. Procedures and timelines for academic year planning**

- a. ***September-October:*** At the start of the Fall semester, each plan/track coordinator will work with the appropriate advisory committee to construct a course array proposal for the following academic year. This array or template specifies areas of study and requirements that need to be met, rather than the specific course that will be offered, which will be determined later. For example, the template might specify "American literature before 1900" for the Fall, a requirement that can be met by a number of classes. The array will take into consideration the appropriate number of courses at the upper-division, capstone, and graduate levels as well as whether recent academic years have adequately covered plan/track requirements. The proposed array is sent to the Associate Chair for Undergraduate Studies and the Associate Chair for Graduate Studies by October 15.
- b. ***October-November:*** After the array has been reviewed by the Associate Chairs, plan/track

coordinators will send the array to their faculty. They will ask their faculty to submit their course requests to them, specifying their preferences as to which items in the array they wish to staff. This may be done at a meeting of the plan faculty or by email. Faculty should also indicate the days and times they prefer, though there is no guarantee these preferences can always be met. Course requests falling outside the approved array must be agreed to and forwarded by the track/plan coordinator and advisory committee.

*Please note: Faculty do not submit course offering requests or scheduling requests directly to the Associate Chairs or to any departmental staff.*

c. **November-December:** The plan/track coordinator and relevant advisory committee will review faculty requests and construct a proposed slate for both semesters of the next academic year. This should be submitted to the Associate Chairs by December 15. The Associate Chairs will review plan submissions, consult with plan coordinators, and bring a draft of a proposed academic year schedule to the Management Team for its review.

d. **January-February:** As soon as a draft schedule has been approved by the Management Team, the Associate Chairs will notify faculty of the proposed days and times for their classes for the next academic year; these may be adjusted to meet faculty preferences when possible, and as determined by the criteria in items 1.a-f above. *All such adjustments must be approved by the Associate Chairs, who will pass them along to the administrative staff for implementation.* Faculty may indicate their needs as far as a classroom's type and equipment, but requests specifying particular classrooms cannot be honored.

*Please note: Participation in required assessment collection is a prerequisite to teaching 600-level capstone courses.*

e. **January-February:** Instructions to enter course information and assignments into the university scheduling system will be given to department staff by the Associate Chairs. Department staff are not authorized to enter or edit scheduling items without the prior approval of one of the Associate Chairs (or, in the AC's absence, another member of the Management Team).

f. **March:** The final draft of the schedule for the next academic year will be submitted to a meeting of the Department Faculty for consideration, revision, and a vote by March 15.

## **Handbook regulations:**

### **1.10 Duties of Associate Chair for Undergraduate Studies**

(1) Oversees preparation of the schedule of course offerings and teaching assignments, in consultation with the Management Team and various Coordinators.

(2) Oversees transmittal of the class schedule as approved by departmental faculty to College and University administrators and oversees transmittal of changes to that schedule.

## **1.2 Plan Coordinators: Undergraduate Program Duties**

(1) Coordinates the Plan's undergraduate course offerings, with special attention to the sequence and frequency of upper division courses in order to insure that undergraduates can fulfill Plan requirements in a timely fashion; submits each semester's slate of courses to the Associate Chair for Undergraduate Studies for approval and scheduling; guides the development of new courses and curricular initiatives; revises the Plan's curriculum and track options as needed.

[Note: identical language appears in 1.28 pertaining to Graduate Program Duties]

### **Language pertaining to the role of the Department Committee:**

As specified in UWM Policies and Procedures 4.03, "Departmental Faculty: Functions"— "Immediate government of the department is vested in its departmental faculty (as defined in {UWM Policies and Procedures} 4.02), which has jurisdiction over all the interests of the department, with authority to determine all departmental questions of educational and administrative policy, other than those matters which are vested in the Departmental Executive Committee by {UWM Policies and Procedures} 4.05.