

Scheduling Process- SPRING 2025

This is the scheduling process developed by the VP and the deans to use for scheduling Spring 2025.

1. March 11th to March 15th: In Course Dog (CD), click on "saved view" and select the semester that you are scheduling for and export the file as an Excel file.
2. March 11th to March 15th: Set up a meeting with the VP to discuss the above schedule for each of the departments in your respective area. Discuss modalities, times, days, campuses etc.
3. March 1st to March 28th: Enter the updated classes into CD (without the staffing information).
4. April 3rd: Set up a meeting with the Deans at the centers, Dual Enrollment office, Rising Scholars office, to discuss the class needs in those areas and add and update CD as needed.
5. April 4th to April 10th: Set up meetings with all the FT faculty in each of the departments to discuss the schedule. Specifically discuss if all the necessary classes are being offered, is there a variety of modalities, is there a variety of times/days etc. Update the class list in CD.
6. April 12th to April 19th: Request FT faculty to submit their preferences for teaching assignments using the preference form in CD. Note: the preferences will be specific sections from the updated class list. The class list can't be changed at this time.
7. April 22nd to April 26th: Assign FT faculty assignments so that they are scheduled for the required contractual load and enter the staffing information into CD.
8. April 26th: Share FT assignments with the FT faculty in the department.
9. April 29th to May 1st: Request PT/wREP faculty to submit their preferences for teaching assignments using the preference form in CD.
10. May 2nd to May 3rd: Assign PT/wREP faculty assignments. Make sure not to exceed their allowed load maximum (67%). Enter the staffing information into CD.
11. May 3rd: Share the assignments with the PT/wREP.
12. May 6th to May 10th: Request preferences for assignments from other PT faculty (those without REP) and FT faculty interested in teaching overload assignments.
13. May 13th to May 17th: Assign classes to PT faculty without REP and FT overload assignments and enter the staffing information into CD.
14. May 20th: Share the assignments with the entire department (FT and PT).
15. May 24th: Make a list of all unstaffed sections and plan for hiring new PT faculty as needed.