

Academic Scheduling Procedures and Guidelines, College of Arts and Sciences

Academic scheduling is done separately for Fall and Spring semesters, and Summer Sessions. Courses to be offered each term are set according to established two-year course rotations. Most class scheduling is done through spreadsheets (Proof 1 and Proof 2, with instructions) communicated to A&S by Academic Scheduling with [deadlines](#)¹ set by that office, and to departments through A&S with Proofs due to the A&S several days prior to the Academic Scheduling deadline. For example, if a proof is due to Academic Scheduling on a Monday then departments need to return the edited proofs to A&S by the prior Wednesday. Departments should consult with personnel well in advance of scheduling deadlines to determine who will teach which courses, and be ready for a fast turnaround. Revisions required after Proof 2 should only occur due to changing personnel circumstances beyond department control² and be made by authorized persons using the [Schedule Modification Form](#). Face-to-face and synchronous courses should be scheduled in [standard time blocks](#).³

If a department has insufficient regular instructors to offer required courses, it can request one-time funds using the [Course Funding Request Form](#) (CFR) following set instructions. Related guidelines are discussed at the end of this document. The CFR is also used for summer courses.

Guidelines for Proof 1: Academic Scheduling provides to A&S a draft Proof 1 based on the corresponding term schedule of the previous academic cycle. Departments should remove from this draft any courses that cannot be covered by regular, in-load assignments of faculty, Graduate Assistants⁴, or other personnel paid by recurring instructional funds. Departments should then assign instructors to remaining courses with the primary goal of meeting student needs and secondary goals of balancing instructor workloads and preferences. Avoid scheduling required classes that might be taken concurrently in the same time blocks. Follow section numbering guidelines below. Individual study courses should be assigned in consultation with faculty advisors. They are not considered part of the instructor's nominal teaching load. The bottom part of the Proof 1 spreadsheet is to add funded courses on the two-year rotation or individual study that were not taught in the previous cycle. The CFR should be submitted along with Proof 1 by placing both in a Dropbox folder shared by your department with A&S. For example, the excel files AS 201940 FALL ART P1 and CFRArtFall19 would both go in the folder Dropbox → ART INPUT → SCHEDULES → Fall 2019. Once done, send a notification email to the Dean and Associate Dean for Academics (ADA).

Guidelines for Proof 2: Proof 2 should include any CFR-approved courses not listed on Proof 1. Approvals should be made at least one week before the A&S deadline for Proof 2. Proof 2 can also reflect improvements, or changes in available personnel. Before editing Proof 2, verify that

¹ This is a hyperlinked document. Follow links by clicking on blue, underlined text, for additional information.

² Examples: last minute resignations, FMLA

³ Exceptions required by specific pedagogy must be communicated through the Academic Associate Dean.

⁴ Instructional assignments to be covered by GAs can be made on the basis of anticipated GA pool funds with the caveat that any subsequent offers of employment are made contingent on availability of funds.

it reflects edits that you made to Proof 1, and correct any Proof 1 edits that were lost. Put Proof 2 in Dropbox before the A&S deadline and notify the Dean and ADA.

Schedule publication. The academic schedule is published online a few weeks after Proof 2 is returned. Check that, aside from classrooms, the schedule matches what you requested in Proof 2. Inform all instructors when the schedule is published. You should submit Schedule Modification Requests to correct any problems. Please do not submit any Schedule Modification request between the time that Proof 2 is submitted and the schedule goes live, or to request a classroom if one is not yet assigned.

Clean up: Early in the semester departments should clean up their schedules as follows: GAs should be listed on any labs or sections of courses for which the GA is the primary instructor (different from instructor of record, who can be the coordinator for a multi-section course). To close a course in which students are already enrolled: If a department needs to cancel a course due to low enrollment or other reason, it should use the following procedure: (1) submit a Schedule Modification request that the course cap be changed to zero in anticipation of cancellation, (2) the department must inform registered students by phone or NMSU email as soon as possible that the course will be cancelled, that the student needs to drop the class, and giving a deadline after which the department will make a request to drop students. If any students remain registered after the deadline, after multiple notifications, the department should submit a Change of Schedule form through the Dean's office to University Records requesting that the students be dropped and the course cancelled.

Section numbering guidelines: Full-semester main campus courses are numbered M01, M02, etc. Mini-semester I and SUI courses are number M20, M21 etc; Mini-semester II and SUII courses are number M30, M31 etc. Online courses are numbered M70, M71, etc. regardless of whether they are part or full term. Online courses are M70, M71 etc. Departments having more than 19 sections of a face-to-face course in one term can improvise.

Room requests: Barring conflicting requests, scheduling will most likely assign the same room to a class that was run in the same time block in the previous schedule cycle. Scheduling reassigns rooms first based on course caps in relation to historical enrollment. Please supply caps that reflect anticipated enrollment. Special pedagogical needs such as required classroom technology can be identified in the Notes column of the Proofs. If an instructor has an OIE-approved accommodation, the instructor must disclose that information to the department so that it can request a suitable room. Your best chance to get a desired room is to schedule the class ending before 9 am or starting at 1:30 or later. Emergency classroom conflicts should be resolved with Academic Scheduling through the Dean's office.

Editing proof spreadsheets: The leftmost Action Requested column asks you to identify whether to edit or delete the row. If you request to delete the row, please put the text in red font and strike through the entire row to confirm that you really wish to delete. If you make partial edits to a row, use red font in those columns that are to be modified. Scheduling identifies instructors by the 800-number listed on the schedule proof. Please verify the banner id.

Other communication about schedules: Department heads should provide official communication of what is submitted on Proofs 1 and 2 as well as what is published in the online schedule. At that point, instructors are obligated to inform departments of any unforeseen conflicts. While the department head may delegate aspects of scheduling, the department head is ultimately responsible for and should understand and approve everything that appears on the schedule. All communication about Proofs 1 and 2 should come through the department head or designee directly to the ADA. Department and individual faculty are not to contact Scheduling to make requests for any changes. If a new course or section is added to the schedule after it has gone live using the Schedule modification form, then forward to the ADA the acknowledgement that the request has been made. The ADA also needs to be copied on modifications involving changes in CFR funding, but not other modifications.

CFR and Efficiency Guidelines. CFR funding sources include Enrollment management (EM, through Provost Office) and Salary Savings (SS) generated by full-year sabbaticals and open faculty lines. EM funding historically has been prioritized to improve retention by offering courses students need to complete early in their studies at NMSU. The next priority for EM and SS funding is for required courses that serve multiple majors. Lower priority is given to courses required only for a single major, even if the course is popular. Apart from exceptional circumstances requiring the Dean's approval, regular courses having fewer than ten students (with graduate students counting twice in dual-enrolled courses) will be cancelled. In no case should a department assign to a temporary instructor any course that does not have a strong enrollment history. If a course with weak enrollment history is assigned to a regular faculty member, care should be taken to schedule CFR-funded courses such that they can be reassigned to the regular instructor, should that instructor's original assignment be cancelled due to low enrollment. [Minimum salaries](#) for temporary instructors are determined by Human Resources. Significant deviations from minimum salaries must be approved by the dean.

CFR updates: If you need to revise a CFR, please add a new revision to Dropbox reflecting the revision date, e.g., CFRMATHFall19rev031419 for a revision made on March 14. If the amount of funds requested changes, then please inform the Dean and ADA. If the change is made after temporary instructor hiring begins then please inform the Dean, ADA, and Business Manager. *Temporary hires cannot be done if the assignment on the CFR does not match the assignment on the live schedule.*

Multi-section courses: If a department teaches a course that has a large number of sections requiring some temporary instruction, the department should request CFR funds based on its best estimate of anticipated needs, prioritizing requests beyond the minimum anticipated number of sections according to historical data and enrollment trends. It should initially schedule sections based on a lower bound of anticipated enrollments, and add sections as seats fill up during summer orientations, or waiting lists indicate that additional sections are needed.

VAPs: If a department has substantial, foreseeable needs for temporary instruction due to regular faculty turnover, the department is encouraged to request a term (one or two year)

visiting appointment that can be filled by a highly qualified individual at a cost comparable to that of covering necessary courses with separate individuals hired on a semester basis. Such requests follow the annual faculty line request process. Departments should familiarize themselves with rules for [hiring temporary faculty](#) and for hiring other [staff already employed by the NMSU system](#) on an overload bases.

Load balancing: Overall A&S spring enrollments are 85–90% of the prior fall enrollments. Departments that anticipate lower enrollments in spring can balance resources by asking faculty members if they prefer to distribute their nominal annual teaching load to teach more in the fall (e.g., 4-2 vs 3-3), or by encouraging faculty requesting a one-semester sabbatical to take leave in the semester when the department has a lower overall teaching load.