

# Polk State College Procedure

Subject	Reference	Date	Number
Faculty Schedule Assignment	FS 1001.64	2/07/2017	1024

## I. Purpose

The purpose of this procedure is to define the process for establishing faculty schedule assignments. The procedure outlined below is meant to serve as the guidelines for scheduling; however, all parties must acknowledge that situations may arise in which the College must diverge from the guidelines in order to prepare an overall schedule that meets the needs of students. Also, some programs at the College require regular deviation from the procedures listed below in order to offer the required classes at the time and campus needed by students.

## II. Procedure

1. Each semester, when the schedule is opened or rolled for review, the division dean solicits input on schedule changes from the division faculty.
2. Each faculty member is given an opportunity to communicate his or her schedule preferences prior to the beginning of schedule preparation. Faculty should include face-to-face, hybrid, and online course preferences. Full-time faculty members assigned to a department are given preference for overloads over adjuncts, including in the summer. Full-time faculty members assigned to a department are given preference for course assignments as part of their base course load before overloads are awarded to other faculty members in the department.
3. Each faculty member is provided with a draft of his or her schedule and is given an opportunity to seek changes. Additionally, each faculty member within the discipline receives a discipline-specific draft of the schedule for review.
4. Each semester, the Academic Team selects a date after which faculty members cannot expect requests for changes in their schedule to be considered. This date is communicated to all; however, if a course is cancelled, a faculty member is still able to request another course even if it has already been staffed by an adjunct faculty member.
5. The following situations are to be avoided whenever possible:
  - a. A night class followed by an 7:30 a.m. or earlier class
  - b. Three or more consecutive classes
  - c. Multiple night classes without an overload
  - d. Classes scheduled on more than one campus or center in a given day
6. Department coordinators may allocate courses to ensure equitable distribution of evening, hybrid, and online courses taught by full-time faculty members; full-time faculty members may be assigned online, hybrid, and/or evening courses on a rotational basis.
7. The number of preparations and the number of new preparations must be considered in determining a schedule.
8. Faculty members may request schedules that vary from the guidelines; however, full-time faculty members need to be available for professional activities five days per week.

**History:**      Adopted:      April 18, 2006  
                  Revised:      March 29, 2011; February 7, 2017

D. H. Z.	2/7/17	D. H. Z.	2/7/17
<b>Executive Responsible for Procedure</b>	<b>Date</b>	<b>President's Staff Member's Approval</b>	<b>Date</b>
Eileen Kolden			2-13-17
<b>President's Approval</b>			<b>Date</b>