

Management of Teaching Resources

Scheduled classes should comply with the following guidelines:

1. **Responsibility of Chairs.** Chairs/Directors have the authority and responsibility for managing unit resources, establishing class schedules, and making teaching assignments. Past practice does not necessarily determine current planning.
2. **Scheduling considerations.** Schedules must be responsive to the following instructional needs: (a) access to courses required in the major, and (b) other student demand and need (General Education, courses needed for other majors). Each department's teaching schedule should be spread throughout the day and not be concentrated in the late morning and early afternoon. Classes should be scheduled over the full five-day week. Courses should not only be scheduled on T-Th, or M-W; classes that meet on Friday are to be encouraged. Faculty teaching preferences should be coordinated with these broader institutional needs.
3. **Faculty workloads.** Departments with fixed teaching loads for all faculty members should reexamine their practice. Research and service contributions vary significantly across faculty. The overall workloads should be equivalent, which means that workload in the area of teaching might vary for equity to be achieved.
4. **Lower Division courses.** Chairs should encourage senior faculty to teach lower division courses whenever appropriate.
5. **Relative teaching loads and reductions.** Faculty assignments should be made on the basis of guidelines designed by departments and programs and applied uniformly across all faculty members in the unit. Legitimate credit in the form of partial equivalents to classes can be given for significant laboratory supervision, direction of independent study and research, and administrative assignments, but these credits should be applied conservatively and with discretion. Teaching reductions for first year faculty members may sometimes be justified but must be carefully considered in light of needs for instruction.
6. **Honors sections.** Faculty participation in the College Honors Program is always encouraged. Whenever possible, lower division courses should have an honors section taught by the instructor. Upper division courses with sections should also consider having an honors section. Faculty members should be encouraged to work with eligible students on honors contracts and to consider teaching an Honors Forum course.
7. **Off-campus teaching.** Faculty members in each unit must be assigned a full teaching load according to department policy prior to commitments to teach off-campus courses for additional salary.
8. **Undersubscribed courses.** Historically undersubscribed courses should be offered less frequently, and indiscriminate teaching reductions for normal service should be eliminated.

Please remember that University policy requires a minimum class size of 12 for lower division, 8 for upper division, and 4 for graduate courses, unless there is some compelling reason for offering an underenrolled course.

9. **Adjustments for low-enrollment classes.** Low-enrollment classes should be canceled or combined as early as possible, and the faculty member should be assigned either to cover a class added in response to enrollment demand or assigned a heavier load the following quarter. Commitments to lecturers and teaching assistants should be flexible enough to allow for similar adjustments.
10. **Classroom scheduling.** Classroom scheduling should maximize the appropriateness of fit between the facility and the class. To the extent possible, classes should be scheduled in classrooms that are equipped with necessary facilities, accommodate the teacher's instructional style, and are not overly large or small for the expected demand.
11. **Sub-0 fund allocation.** Temporary Sub-0 funds will be allocated for lecturers and teaching assistants or associates, with permission from the dean for tutors and readers. The use of Sub-0 funds for visiting faculty or recall faculty (beyond those guaranteed by contract) must be approved by the dean and should only be considered if such hires or recalls meet instructional needs.