# Guiding Principles for Class Scheduling

# Provost Office, May, 2011

1. Faculty cannot limit enrollment to retain requisite teaching loads or normalize teaching load (class and program enrollment);
2. No caps can be placed on programs without prior approval of the dean and provost;
3. Fixed term faculty should be teaching 4/4 or 4/5 if they have no additional service responsibilities; could reduce service responsibility in order to allow for an extra class;
4. Adjunct faculty are a viable option for courses that need to be offered;
5. All undergraduate courses must not have a cap lower than 35 (excluding labs);
6. Associate deans must have greater oversight of the departments‘ schedule;
7. On-line distance course size is determined by department heads in consultation with the dean.