

The purpose of the following information is to provide guidance in the creation of the 2019-2020 schedule of classes. The document includes:

- A Summary of Scheduling Principles approved by the Faculty Senate.
- A grid of approved time periods.
- Further Resources including links to archived Faculty Senate minutes.
- A spreadsheet of the department's previously offered courses.

## Summary of Scheduling Principles

- Efficient and Effective Use of Classroom Space
  - “The schedule should reflect an efficient and effective use of the classrooms available, of the five working-days available per week, and of the hours from 8:00 a.m. to 9:50 p.m.”
    - Schedule courses throughout the day.
    - Schedule courses throughout the week.
      - Plan for an equitable distribution of courses in and MWF and TT time slots.
    - Contact Assistant Dean [Kate Cohn](#) to discuss changing the duration of labs.
- One-day-per-week, three-hour classes
  - limited to 300- and 400-level courses and graduate courses
  - Starting times are 3:00, 4:00, 5:00, and 6:00 PM, provided it is not a single section of a course required by the major.
    - Note that 2:00 is not an approved starting time.
- Common Period – Wednesdays, 12:00 PM – 1:30 p.m.
  - “Departments should avoid scheduling classes during this time so that as many faculty members as possible are available to participate in the affairs of governance that concern the whole community.”
  - If classes must be scheduled between 1:00 and 1:30 p.m. during the Common Period, they should only be scheduled with these criteria in mind:
    - The course schedule necessitates the use of the slot.
    - When possible, courses in this slot should be staffed by instructors who do not have voting rights.
    - If faculty members must be scheduled in this slot, they should be scheduled on a rotating basis (from semester to semester), to ensure that no faculty member is routinely disenfranchised.
- 4:00 p.m. Time Period
  - Should only be used for courses not required for the major and for which there are multiple sections.
  - Includes courses that start prior to 4:00 p.m. and cross into this time period (e.g. 3:30 - 4:50 p.m.)
- Course Enrollment Limits
  - Artistic, Humanistic, and Social Scientific Approaches Core areas to have a limit of 28.
  - Mathematical Approaches courses to have a limit of 24.
  - Seminars in Scholarly Inquiry to have a limit of 17.
  - Connections to have a limit of 22.
    - Team Taught Connections courses enrollment must support two teaching units.
    - Contact Assistant Dean [Kate Cohn](#) if you have questions about enrollment limits.

## Approved Time Periods

<p style="text-align: center;"><b>MWF</b></p> <p style="text-align: center;">8:00 – 8:50 9:00 – 9:50 10:00 – 10:50 11:00 – 11:50 1:00 – 1:50<sup>1</sup> 2:00 – 2:50 3:00 – 3:50 4:00 – 4:50</p> <p><sup>1</sup>The Common Period is 12:00 - 1:30 p.m. on Wednesdays. Departments should avoid scheduling classes during this time as outlined in guideline 1 on the next page.</p>	<p style="text-align: center;"><b>TT</b></p> <p style="text-align: center;">8:00 – 9:20 9:30 – 10:50 11:00 – 12:20 12:30 – 1:50 2:00 – 3:20 3:30 – 4:50</p> <p style="text-align: center;"><b>MW/WF/MF</b></p> <p style="text-align: center;">12:00 – 1:20 (MF only) 2:00 – 3:20 3:30 – 4:50 4:00 – 5:20 (5:00 – 6:20, 6:00 – 7:20 also available)</p>
<p style="text-align: center;"><b>MTTF/MTWT/MTWF/MWTF</b></p> <p style="text-align: center;">8:00 – 8:50 9:00 – 9:50 10:00 – 10:50 11:00 – 11:50 12:00 – 12:50 (MTTF only) 1:00 – 1:50 (MTTF only) 2:00 – 2:50 3:00 – 3:50 4:00 – 4:50</p> <p>Four-day-per-week courses beginning at 9:00, 12:00, or 3:00 will have Tuesday and/or Thursday session(s) adjusted to fit within the closest 80-minute time period (see the upper-right box above).</p>	<p style="text-align: center;"><b>MTWTF</b></p> <p style="text-align: center;">8:00 – 8:50 9:00 – 9:50 10:00 – 10:50 11:00 – 11:50 2:00 – 2:50 3:00 – 3:50 4:00 – 4:50</p> <p>Five-day-per-week courses beginning at 9:00 or 3:00 will have Tuesday and Thursday sessions adjusted to fit within the closest 80-minute time period (see the box above).</p>

## Further Resources

If you have general questions about your schedule, please email Michael Pastore at [mpastore@pugetsound.edu](mailto:mpastore@pugetsound.edu), or Schedule Coordinator Doris Acosta at [dacosta@pugetsound.edu](mailto:dacosta@pugetsound.edu).

For questions about the number of faculty teaching units available to your department, or for budgetary approval for a faculty member to teach above 6 units, please consult with Associate Dean Julie Christoph at [jchristoph@pugetsound.edu](mailto:jchristoph@pugetsound.edu).

The original approved scheduling guidelines from November 2007 can be found in the archived [Faculty Senate Minutes](#).

The amendment to include the common period can be found in the March 28, 2016 archived [Faculty Senate Minutes](#).

Further Discussion on the common period can be found in the September 26, 2016 archived [Faculty Senate Minutes](#).