

## FACULTY COURSE SCHEDULING POLICY

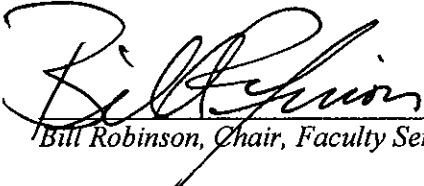
**RESPONSIBLE ADMINISTRATORS:** PRESIDENT AND THE EXECUTIVE VICE PRESIDENT AND PROVOST

**RESPONSIBLE OFFICES:** OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST, VICE PROVOST FOR ACADEMIC AFFAIRS, AND FACULTY SENATE

**ORIGINALLY ISSUED:** FEBRUARY 28, 2007


**APPROVALS:** PRESIDENT, EXECUTIVE VICE PRESIDENT AND PROVOST, AND FACULTY SENATE

**APPROVALS:** APPROVED BY:

  
Bill Robinson, Chair, Faculty Senate


3/28/07  
Date

APPROVED BY:

  
Michael W. Bowers, Co-Officer in Charge of the Office of the Executive Vice President and Provost / Vice Provost for Academic Affairs

3-29-07  
Date

APPROVED BY THE PRESIDENT:

  
David B. Ashley

8/31/07  
Date

**REVISION DATES:** N/A

---

### POLICY STATEMENT

---

In accordance with college / school bylaws, department / unit bylaws, and other Nevada System of Higher Education (NSHE) and UNLV policies and guidelines, the chair / director of each academic unit, "after consultation with the departmental [/ unit] faculty and the dean . . . will assign each faculty member specific courses.<sup>1</sup> In addition, the following guidelines apply.<sup>2</sup>

---

I.

---

Each Department / Unit and / or College / School must provide to its students via the web a listing of the classes that will be offered each semester for the next four semesters in advance. This listing need not include number of sections, times and dates, nor instructors. The listing must be posted with the warning that the courses listed are subject to change. The courses listed must be sufficient in number and scope to meet the minimum requirements for graduation for majors in each department / unit.

---

---

II.

---

Full-time faculty must be notified of their tentative teaching schedule no later than ninety (90) days before the start of each semester. Every effort should be made to notify part-time and graduate assistant instructors at the same time to permit them time to prepare. Changes to this schedule must be made in consultation with the faculty member.

---

---

III.

---

Full-time faculty should generally be given priority in scheduling.

---

---

IV.

---

Chairs, directors, and deans must make every reasonable effort to ensure that teaching assignments for tenure-track faculty encourages and nurtures their developing successful teaching and coherent research agendas.

---

---

V.

---

Overload teaching must be agreed to by the faculty member being assigned. Departments / units should not assign overloads to tenure-track faculty except in unusual circumstances. The burden of proof for the necessity of overload assignments lies with the department / unit. Overload teaching assignments must be included in college / school and / or department / unit workload policies.

VI.

---

Department / unit and college / school bylaws must provide a mechanism for faculty to submit proposed course schedules to their chairs / directors or deans for consideration.

---

CONTACTS

---

- 1) OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST  
Flora Dungan Humanities Building • FDH 747  
895-3301 / FAX 895-4054  
<http://provost.unlv.edu/>
  
- 2) OFFICE OF THE VICE PROVOST FOR ACADEMIC AFFAIRS  
Flora Dungan Humanities Building • FDH 703  
(702) 895-1267 • FAX (702) 895-3670  
<http://provost.unlv.edu/acadaffairs.html>
  
- 3) FACULTY SENATE OFFICE  
Flora Dungan Humanities Building • FDH 220  
895-3689 / FAX 895-3609  
<http://facultysenate.unlv.edu/>

VPAA:bjwr:2/28/07

---

ENDNOTES

<sup>1</sup>Per Board of Regents' Handbook, Title 5, Chapter 6, Chapter III, Section 3.1. *See*  
<http://system.nevada.edu/Board-of-R/Handbook/index.htm>

<sup>2</sup>UNLV Faculty Senate and Deans' Special Subcommittee Meeting, February 26, 2007 (Bill Robinson, Jane McCarthy, Ed Shoben, Martha Watson, Elaine Bunker, Cecilia Maldonado-Daniels, Barbara Williams-Rollings); approved UNLV Faculty Senate Action Item, March 27, 2007, regular session Action Item "Schedule Requirements / Policy."

---