**HASS Scheduling:**

**Fall, Spring, Summer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Task** | **Person Responsible** | **Due Date** |
| 1 | E-mail the schedule of courses from the current AY, the template of the course schedule for AY and Summer, and required Catalog offerings (including summer term obligations) to Department Heads, Program Directors, and GPDs. | * Manager, Student Services | 9/1 |
| 2 | Audit: Compare courses listed in SIS to the FY Faculty Load and FY Instructional Budget. Variances must be explained, data inconsistencies related to OBIEE/SIS/Banner must be identified and reported to the Office of the Provost in the Faculty Workload Analysis. The workload analysis must then reflect Dean’s approval by way of an authorized signature and be dated. | * Manager, Student Services * Business Manager | 9/1 |
| 3 | Call for fall and spring semester HASS Inquiry course proposals.   * New HASS Inquiry course proposals * Courses put forward as repeated HASS Inquiry * HASS Inquiry budget requests | * HASS Inquiry Faculty Coordinator | 9/15 |
| 4 | Call for request for sabbaticals, leave of absences, course releases (research charge-out, administration, start-up), and requests to shift an academic year appointment. | * Dean, School of HASS * Manager, Student Services * Business Manager * Manager, Administrative Services & Operations | 10/1 |
| 5 | Fall and Spring Semester HASS Inquiry Course Proposals due to HASS Inquiry Faculty Coordinator. | * Department Heads | 10/1 |
| 6 | Audit: Compare courses listed in SIS to the FY Faculty Load and FY Instructional Budget. Variances must be explained, data inconsistencies related to OBIEE/SIS/Banner must be identified and reported to the Office of the Provost in the Faculty Workload Analysis. The workload analysis must then reflect Dean’s approval by way of an authorized signature and be dated. | * Manager, Student Services * Business Manager | 10/1 |
| 7 | Dean, School of HASS, Associate Deans, Manager, Student Services, and HASS Inquiry Faculty Coordinator to review submitted HASS Inquiry courses and communicate directly to the appropriate Instructors of proposed courses and Department Heads | * Dean, School of HASS * Associate Dean, Undergraduate * Manager, Student Services * HASS Inquiry Faculty Coordinator | 10/15 |
| 8 | Request for sabbaticals, leave of absences, course releases (research charge-out, administration, start-up), and requests to shift an academic year appointment are due to the Dean’s Office. | * HASS faculty | 10/15 |
| 9 | Notify the Associate Deans & Manager of Student Services of the proposed course schedule for Fall, Spring, & Summer. Each proposed course should include the following information:   * The role of the course in the curriculum: required (for which major(s)/minor(s)), pathway(s), required-elective (for which major(s)/minor(s)) or elective * Name of Instructor * The anticipated enrollment of the course based on the cohort (e.g. majors, minors, pathways) * Preferred class meeting days, times and location (if location is a HASS room) * Class Type: Studio, Lab, Lecture, Recitation * Data Intensive (Y/N) * Tech Intensive (Y/N) * Communication Intensive (Y/N/I) * HASS Inquiry Course (Y/N) * Prerequisites for the course * Enrollment Restrictions by section (e.g. GSAS majors only, first-year students only, etc.) | * Department Heads * Program Directors | 10/30 |
| 10 | Dean and Associate Deans meet regarding TA allocation | * Dean, School of HASS * Associate Deans * Sr. Student Services Admin * Business Manager | 11/1 |
| 11 | Review and finalize the proposed AY & Summer Faculty Load and FY Instructional Budget. Including:   * Review of courses that have a single meeting session * Review of courses that meet outside regular even-hour start times | * Manager of Student Services * Business Manager * Dean, School of HASS * Associate Dean | Week of  11/1 |
| 12 | Department Heads and Program Directors individually meet with the Associate Deans, Manager of Student Services, and Business Manager to review the AY & Summer proposed schedule of courses, resolve any issue(s), and sign the final schedule. | * Associate Deans * Manager, Student Services * Department Heads * Program Directors | Week of 11/15 |
| 13 | Submit the FY Faculty Load and FY Instructional Budget to the Dean for approval   * Any change past this point requires approval from the Dean’s Office | * Business Manager | 11/15 |
| 14 | Submit the final schedule to The Office of the Provost | * Business Manager | 12/1 |
| 15 | Communicate approved AY & Summer Course Schedule to the Department Heads, Associate Dean for Graduate Studies, and Program Directors | * Manager, Student Services | 12/1 |
| 16 | Communicate recommended sabbaticals, leave of absences, course releases, and changes to academic year appointment to the faculty applicant & corresponding Department Head. | * Manager, Administrative Services and Operations | 12/1 |
| 17 | Audit: Compare courses listed in SIS to the FY Faculty Load and FY Instructional Budget. Variances must be explained, data inconsistencies related to OBIEE/SIS/Banner must be identified and reported to the Office of the Provost in the Faculty Workload Analysis. The workload analysis must then reflect Dean’s approval by way of an authorized signature and be dated. | * Manager, Student Services * Business Manager | 12/1 |
| 18 | Flag spring courses where actual enrollment exceeds set max enrollment, and less than 8 students requires approval by the Dean | * Manager, Student Services * Dean, School of HASS | 12/1 |
| 19 | Provide updated listing of administrative appointments (Dept. Head, Assoc. Dean, UPD, GPD, Directors) to the Manager, Operations & Administrative Services, Manager, Student Services, Business Manager, and Digital Fabrication Shop Supervisor. | * Executive Assistant | 12/15 |
| 20 | Student Services Manager will enter the fall schedule into Banner & send separate request to Registrar’s Office for:   * courses that are outliers to standard schedule * restrictions * cross-listings | * Manager, Student Services | 1/1 |
| 21 | Update the HASS Website (administrative appointments and employee listing) | * Digital Fabrication Shop Supervisor | 1/1 |
| 22 | Pull employee listing (name, department, title) from OBIEE (FGRLAB) and prepare for distribution to the Manager, Operations & Administrative Services, Manager, Student Services, Executive Assistant, and Digital Fabrication Shop Supervisor. | * Business Manager | 1/1 |
| 23 | Dean and Associate Deans meet regarding TA allocation | * Dean, School of HASS * Associate Deans * Sr. Student Services Admin * Business Manager | 2/1 |
| 24 | Faculty will review course schedule listed in SIS prior to course registration for accuracy.   * Day/time, cap, restrictions, etc. | * HASS faculty | Feb. & Sept. |
| 25 | Audit: Compare AY Course Schedule to the AY Course Release Planning Spreadsheet. These documents must match and the scheduling sheet must reflect Dean’s approval by way of an authorized signature and be dated. | * Manager, Administrative Services and Operations * Business Manager * Manager, Student Services * Dean | Ongoing |
| 26 | Flag summer courses where actual enrollment exceeds set max enrollment, and less than 8 students requires approval by the Dean | * Manager, Student Services * Dean, School of HASS | 4/1 |
| 27 | Pull employee listing (name, department, title) from OBIEE (FGRLAB) and prepare for distribution to the Manager, Operations & Administrative Services, Manager, Student Services, Executive Assistant, and Digital Fabrication Shop Supervisor. | * Business Manager | 5/1 |
| 28 | Update the HASS Website (administrative appointments and employee listing) | * Digital Fabrication Shop Supervisor | 5/1 |
| 29 | Dean and Associate Deans meet regarding TA allocation | * Dean, School of HASS * Associate Deans * Sr. Student Services Admin * Business Manager | 5/1 |
| 30 | Flag fall courses where actual enrollment exceeds set max enrollment, and less than 8 students requires approval by the Dean | * Manager, Student Services * Dean, School of HASS | 5/1 |
| 31 | Provide updated listing of administrative appointments (Dept. Head, Assoc. Dean, UPD, GPD, Directors) to the Manager, Operations & Administrative Services, Manager, Student Services, Business Manager, and Digital Fabrication Shop Supervisor. | * Executive Assistant | 6/15 |
| 32 | Update the HASS Website (administrative appointments and employee listing) | * Digital Fabrication Shop Supervisor | 7/1 |
| 33 | Pull employee listing (name, department, title) from OBIEE (FGRLAB) and prepare for distribution to the Manager, Operations & Administrative Services, Manager, Student Services, Executive Assistant, and Digital Fabrication Shop Supervisor. | * Business Manager | 8/1 |