

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Master Class Schedule	NUMBER: 05-11AP
AUTHORITY: Florida Statute: 1001.64 , 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO: <ul style="list-style-type: none"> • Board Policy 05-09 and Administrative Procedure 05-09: Teaching Load • Board Policy 05-11: Master Class Schedule
UPDATE: May 29, 2013	

A. PLANNING MASTER CLASS SCHEDULES

A Master Class Schedule (Schedule Plan) is developed annually based on data reviewed by department supervisors related to student demand and program needs. The annual plan and the budget required to fund the plan must be approved by the Provost and Vice President for Academic Affairs (Provost) and the President. Faculty loads are built from the courses in the Master Schedule. Reasonable attempts will be made to provide faculty with teaching schedules they request, but courses will not be added or changed just to address a faculty request. The Master Class Schedule includes all funded courses but will include some courses on hold that may not be offered. If a faculty extra class is on hold, there is no guarantee that the course will be offered. Additional classes can be added to the Master Class Schedule based on student demand and provided there are no reasonable alternatives for students. Decisions regarding adding classes to the schedule are the responsibility of the academic supervisor.

The schedule plan will be monitored carefully throughout the registration process. Academic supervisors may make changes in faculty schedules, including changing assignments or dropping extra classes, to accommodate enrollment patterns and to provide an efficient schedule. Supervisors are expected to manage the schedule such that all faculty will be at or near the top of the loading formula. However, exceptions will be made for situations such as low enrollment in a required course, sequential course, honors or other special courses, where a reasonable alternative is not available based on the judgment of the academic supervisor. A faculty member with an extra assignment, who is not at or near the top of the load in cases where the supervisor has determined the small class is needed, shall not be denied an extra assignment based on the decision to keep the small class.

In planning individual faculty schedules, academic supervisors shall consider the following:

1. Where possible, the faculty member shall have three (3) or fewer preparations.
2. The faculty member should be scheduled for not more than two (2) consecutive lecture courses. Exceptions may be made as mutually agreed upon by the faculty member and academic supervisor.
3. The daily span of a faculty member's schedule should not usually exceed eight (8) hours.

Full time faculty will be assigned contract classes and will be given the opportunity to request extra classes as appropriate. Supervisors will provide a date in writing for requests and for responses to offers of extra classes. Adjunct faculty will then be offered the remainder of the courses in the schedule. Faculty may not expect to “bump” an adjunct after the request date has passed to acquire an extra assignment.

Full time faculty will be offered summer classes up to the maximum allowed in [Board Policy 05-09: Teaching Load](#). However, there is no guarantee of summer classes or that a specific session will be available. Supervisors will distribute classes among full time faculty to best meet requests of faculty. Faculty may not get their first choices and may not get a maximum load. However, full time faculty will be offered summer classes prior to offering classes to adjuncts. Deans will provide a date in writing for requests and for responses to offers of extra classes. Adjunct faculty will then be offered the remainder of the courses in the schedule. Faculty may not expect to “bump” an adjunct after the request date has passed to acquire an extra assignment.