



Scheduling Roles and Responsibilities on Campus

Class Scheduling involves many hands in all facets of the process, each playing an important role to ensure courses are appropriately scheduled and offered. Each department and college has a position responsible for class scheduling and this vital position often has varying job responsibilities depending on the size of the department.

The department scheduler, department chair, college, and campus level leadership all play critical roles in ensuring that courses are offered appropriately within the Provost Guidelines. Because classroom space is limited, these combined efforts will result in efficiently scheduled classroom space with maximum availability to meet demand.

Below lists the recommended competencies and responsibilities for each of these roles.

Department Scheduler

Competent and knowledgeable in:

- The navigation and use of campus scheduling tools (SIS, 25Live)
- The [Provost Guidelines for Class Scheduling](#)
- [Course scheduling processes and procedures](#)
- Data analysis and the use of campus tools and reports to review course/section data

Responsibilities:

- Create and maintain academic course schedules for the college/department in SIS
- Perform data analysis of department courses/sections offering using campus tools and reports; collaborate with department/college leadership to implement a plan of action to address.
- Alert department chair of courses that are not in compliance with these guidelines
- Facilitate submission of off-grid scheduling requests (*whether for single or multiple semesters, using standard criteria*) to department chair, college approver and then to Course and Classroom Scheduling Services (CCSS)
- Collaborate with other departments to maximize the use of classroom spaces (e.g. identify alternative class times for off-grid sections or implement solution to mitigate the off-grid pattern)
- Attend CCSS briefings and training sessions every semester

[Position Description Sample for Department Scheduler](#)

Instructor/Teaching Faculty

Competent and knowledgeable in:

- A broad understanding of the goals outlined in the Provost Guidelines for Class Scheduling
- The strategic use of approved meeting patterns to achieve best use of limited classroom space as a shared campus.
- Awareness of tools available to view classroom information (25 Live)

Responsibilities:

- Submitting required course information: time, dates, room features, capacity, special needs, etc. to the department scheduler by the required due date each semester.

Department Chair (or designee)

Competent and knowledgeable in:

- The [Provost Guidelines for Class Scheduling](#)
- [Course scheduling processes and procedures](#)
- Campus tools and reports to review course/section data

Responsibilities:

- Ensure faculty/instructors are aware of and understand the Provost Guidelines, including the importance of following these guidelines in the department's course offerings
- Set expectations for faculty/instructors that includes course scheduling requirements (room capacity/room features/functional adjacencies/timeliness of information, etc.)
- Review departmental requests for off-grid scheduling using standard criteria; forward approved requests to college level leadership for review/approval
- Review department scheduling reports and address concerns brought to their attention by the department scheduler

College Leadership (Dean or Associate Dean or designee)

Responsibilities:

- Understand the [Provost Guidelines for Class Scheduling](#)
- Review college-level scheduling reports to ensure compliance with the Provost Scheduling Guidelines
- Review and approve off-grid course offering requests

- Facilitate conversation with the department chair (as needed) with faculty discussion concerning class offerings
- Serve as a representative of campus scheduling oversight committee

Campus Leadership (Provost or Designee)

Responsibilities:

- Inform Colleges/departments leadership about the campus-wide initiative to improve classroom scheduling that includes adhering to the Provost Guidelines for Class Scheduling
- Appoint and charge Campus Scheduling Oversight Committee to steer the agenda for implementation of the [workgroup's recommendations](#). This includes the following:
 - Conduct regular reviews of college/departments scheduling practices
 - Design and interpret modeling of classroom scheduling change scenarios prior to implementing changes
 - Construct, implement, review results of “beta tests” of changes before full implementation across campus
 - Study the outcomes of changes to course/classroom scheduling and identify and prioritize key areas where utilization changes still remain
 - Consider the impact of changes in pedagogy in classroom scheduling and propose strategies/solutions to optimize room usage.
 - Convene subgroups to tackle specific challenges