

Emailed Memo

Dear Department Chairs,

February 6, 2012 is the deadline to submit both the fall 2012 and spring 2013 class schedules! Of course, we are always happy to receive completed schedules prior to the deadline.

Attached to this email are the materials you will need to prepare your department schedule for both semesters. Please look at your department offerings for the **entire year** at this time. The 2011-2012 schedules are loaded in the attached excel document; save the document to your Novell drive and make any changes for the 2012-2013 year directly in that document. Please be sure to complete the column labeled **“other duties” on the page/tab labeled “loadsummary” with any load-bearing responsibilities along with the corresponding load hours.** Once completed, email the excel document to your dean and copy Donna Anema. (danema@calvin.edu). (Please note that when you first open the document there may be a warning about the macros. Click to “trust” to allow the full functionality of the spreadsheet.)

A word about faculty loads, from the faculty handbook, section 4.1.2: “The normal teaching load for a full-time faculty member is 21-24 semester hours. This includes the teaching of an interim class that counts for 3 semester hours. ***Twenty-one hours is only considered a full load if it consists of seven three-hour courses.*** . . . With the approval of the academic dean, a teaching load of 21 or 25 hours will be considered a full load and the department will be asked to compensate for the slight overloads or underloads that result by the assignment of appropriate loads in future years.” Please make sure that each faculty member in your department will be carrying a full load, and that the schedule you submit indicates all components of that load.

We recognize that the fall schedule can be prepared with more certainty than the spring schedule, but we do need to see **both semesters** by February for adequate planning, especially in these stringent economic times. Please complete the forms in detail—avoiding “TBA’s” and other general references. Pay particular attention to the instructions imploring you to **use classrooms throughout all hours of the day, five days a week.**

Links to other documents:

- **Classroom assignments:**
<http://www.calvin.edu/admin/provost/chairs/documents/classrooms2012-13.pdf>.
Note that your department’s assigned classrooms may have changed for the year.
- **Timetable for the year:**
<http://www.calvin.edu/admin/provost/chairs/class-schedule-timeline.html>

This email is being sent to department assistants as well. Feel free to ask your colleagues (assistants) to print a hard copy for you to work on and return to them in order to enter the new information. I would be happy to train you or your assistant on using the spreadsheet.

Please submit the schedules for both semesters to your dean no later than February 6, 2012. **If you have questions, please call;** any dilemmas resolved now will eliminate delays in the process.

Thank you for your hard work on this project!
Sincerely,

A note to MAC users; if you are unable to use the functionality of this excel spreadsheet and have your own spreadsheet to construct schedules, feel free to submit that as long as all the information needed by the registrar's office is included as well as all non-teaching load-bearing assignments.