

# SCHEDULE PREPARTION CHECKLIST

## BUDGET

*DC initials*

- Do the department galleys reflect department allocation?
- Have golden rod change forms been attached and signed by the deans for specially funded courses – with identification of budget fund?
- Have double class credit requests been accounted for in the department's budget allocation and has the appropriate form been completed and signed by the school dean by the deadline?  
Remember: Student worker funding is only provided for classes over 100+ and, for final approval, census enrollment with exclusion roster submission must be at 76+.

## INSTRUCTOR ASSIGNMENT

*DC initials*

- Are all instructors' assignments in compliance with AFT contract for workblocks (Article 13.D)? If not, has a workblock waiver memo been signed by the instructor?
- Have the seniority lists been followed in assigning classes to faculty (Article 16)? Have assignment refusals been submitted/forwarded to the dean's office for documentation?
- For instructors seeking approval to teach a double class, has the instructor's load assignment been verified to be in compliance with the AFT contract guidelines if the request is approved?
- Have the overload / underload lists been reviewed in considering instructors' work load? For assignments over 1.4 FTE, has the Appendix Q form been signed and returned? For non-standard teaching assignments, has Appendix N been submitted and approved?
- Does the Instructor Assignment Form include ALL assignments at the college (Honors, Outreach)?
- Do faculty who have NOT earned seniority been scheduled to only one class assignment?
- Have all combined classes (including directed study) been identified on the combined classes list?

## ROOMS

*DC initials*

- Has the chair checked to see that there are no room conflicts in classes scheduled within their own department?
- Does the chair understand the room limitations for the classes being assigned to a particular room (smart classroom; white boards; room capacity; etc)?

## SCHEDULE GALLEYS

*DC initials*

- Have special program directors (Outreach and Honors) and chairs agreed on the courses to be offered, and are the signed change forms attached?
- Have the dates been checked for any short-term classes?
- Have the enrollment limits been checked (room capacity, Honors, DE)?
- Are classes scheduled according to the recommended time blocks?
- Are all classes scheduled compliant with curriculum: updated DE and honors TAP addendums, approved cross-listed, approved TBA addendum and so forth.

School Dean Reviewed: \_\_\_\_\_

**Last Reveiwed:** 05/09/19