

**SANTA CLARA UNIVERSITY
OFFICE OF THE PROVOST**

FLEXIBLE COURSE SCHEDULING GUIDELINES

Department chairs and deans are expected to assign courses so that a faculty member on an academic year appointment with a teaching load of five or more courses has teaching responsibilities in each term of the academic year.

In special circumstances, a tenured or tenure-track faculty member may cluster courses so as to have a term without teaching responsibilities. The special circumstances include, but are not limited to, the following:

- To meet the teaching needs of the department or school.
- To pursue a major program of research or curriculum development requiring a substantial time commitment beyond that available with usual teaching duties.
- To travel for purposes related to research, teaching, or University needs that require a period of absence from the classroom that would interfere with teaching responsibilities.
- To address significant personal or family needs such as child or elder care.

General Guidelines

Decisions to adjust the distribution of a teaching assignment across academic terms must preserve the department's ability to offer a balanced range of courses at all instructional levels, must respect the needs of students and colleagues, and must be consistent with the priorities of the department, college or school, and University.

Flexible course scheduling will not be approved on a continuing basis.

Faculty granted flexible course scheduling are obligated to meet their annual teaching responsibilities. They must also maintain a presence on campus throughout the entire academic year and must be available for advising, as well as departmental, school and University service.

The dean shall keep records of applications, actions taken, and the reasons for these actions. These records may be requested by the Provost's Office or the Faculty Affairs Committee for review.

Application Procedure

If flexible course scheduling is necessary to meet the teaching needs of the

department, the request will be written by the department chair. Requests initiated by a faculty member will follow this process:

The faculty member shall present a written request to his or her chair for a flexible teaching schedule. The request must include the following:

- a description of the flexible course scheduling plan;
- the reasons for the proposed adjustment in teaching schedule;
- a statement indicating acceptance of these guidelines.

The chair of the department will review the request and, if he or she approves it, will submit it to the dean for approval. If either the chair or the dean denies the request, the reasons for the denial will be explained to the applicant in writing.

Subject to the guidelines above, the dean has the discretion to approve requests for flexible course scheduling of up to 5% of the full-time tenured and tenure-track faculty in his or her school during a single academic year. Any additional requests in excess of this number must be approved by the Provost as well as the department chair and dean.

Exceptions

Any exceptions to these guidelines, including the percentage of faculty with flexible course schedules and requests to be off campus during the non-teaching quarter, need to be approved in writing by the Provost.

Review of Guidelines

These guidelines will be reviewed periodically by the Faculty Affairs Committee, which will recommend changes as appropriate.

Recommended by the Faculty Affairs Committee on February 24, 2004.

Recommendation received by the Provost on February 24, 2004.

Recommendation approved by the President on February 26, 2004.

Revisions recommended by the Faculty Affairs Committee on April 3, 2008.

Revisions approved by the Provost and President on April 30, 2008.