

## Scheduling Classes

### CURRICULUM COMMITTEE PROPOSAL CONCERNING COURSE SCHEDULING

The curriculum Committee has been charged with the task of “designing (subject to Faculty review) a revised class scheduling format for 2007-2008 that consolidates blocks of time to optimize Faculty research-and-writing (with the care that it does not detract from student needs). The Committee moves that the following recommendations be adopted by the Faculty:

1. Subject to paragraph 7 below, faculty preferences with respect to scheduling should be solicited before the preliminary schedule is made. Solicitation is made with the understanding that it will usually not be possible to accommodate all preferences in any given semester.
2. Because make-up classes are difficult to schedule, one or more time slots each week should be explicitly reserved for make-up classes. A Friday slot may be desirable for this purpose given low student demand for Friday classes.
3. When scheduling courses to be offered by visiting faculty, including mini-courses, reasonable efforts should be made to minimize class conflicts (e.g., scheduling across multiple conflicting time slots).
4. First-year classes should meet morning and afternoon throughout the week; first-year students should be given break-time between classes where possible. This may occasionally generate conflicts with faculty teaching time preferences.
5. At the discretion of the instructor and subject to administrative constraints, four-credit first-year classes may be scheduled in increments of not longer than 70 minutes (i.e., three meetings per week instead of four), and three-credit first-year classes may be scheduled in increments of not longer than 75 minutes (i.e., two meetings per week instead of three).
6. The faculty encourages the Dean to continue his efforts to secure reduced teaching loads for scholars in the regular production of legal scholarship.
7. Three- credit second- and third-year classes (excluding evening classes) should be scheduled as follows:<sup>1</sup>
  - (A) In any given fall or spring semester, there should be five available time periods for morning classes: one period each morning reserved exclusively for 50-minute classes; two periods each morning reserved for 75-minute classes meeting on Mondays and Wednesdays; and two periods reserved exclusively for 75-minute classes meeting on Tuesdays and either Thursdays or Fridays.

- (B) In any given fall or spring semester, there should be three available periods for early afternoon classes: one period each afternoon reserved exclusively for 50-minute classes, one period reserved exclusively for 75-minute classes meeting on Mondays and Wednesdays; and one period reserved exclusively for 75-minute classes meeting on Tuesdays and either Thursdays or Fridays.
  - (C) No classes should be scheduled between 12:00 and 1:00 pm.
  - (D) Sample class schedules consistent with this paragraph 7. are attached for purposes of illustration.
8. Seminars and two hour classes taught by regular faculty will normally be scheduled between 3:30 and 5:20 on Tuesdays, Wednesdays, and Thursdays. This time may also be used in connection with four hour classes.

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<sup>1</sup>Goals:

1. Optimize research and writing time by providing faculty with 2 day per week teaching schedule and 2 consecutive business days of non-teaching time, when possible.
2. Increase student course choices by (i) maximizing the number of course offering slots and (ii) reducing conflicts with "cross-scheduled" courses.
3. Retain limited Friday scheduling where desired by faculty or necessary for administrative purposes.
4. Keep 12-1 pm hour open for student meetings.
5. Preserve option for 50-minute sessions for interested faculty.

**SAMPLE SECOND- AND THIRD-YEAR SCHEDULES**

(All times approximate and for purposes of illustration)

**Schedule #1**

8:10-  
9:00 [50 minute slot; days unspecified]  
  
9:15-

**Schedule #4**

8:15-  
9:30 MW or (TTh or TF)  
  
9:45-

10:30 MW or (TTh or TF)

11:00 MW or (TTh or TF)

10:45-  
12:00 MW or (TTh or TF)

11:10-  
12:00 [50 minute slot; days unspecified]

1-  
1:50 [50 minute slot; days unspecified]

2:15 1-  
MW or (TTh or TF)

2-  
3:15 MW or (TTh or TF)

2:30-  
3:20 [50 minute slot; days unspecified]

### **Schedule #2**

8:15-  
9:30 MW or (TTh or TF)

9:45-  
10:35 [50 minute slot; days unspecified]

10:45-  
12:00 MW or (TTh or TF)

1-  
1:50 [50 minute slot; days unspecified]

2-  
3:15 MW or (TTh or TF)

### **Schedule #3**

8:15-  
9:30 MW or (TTh or TF)

9:45-  
10:35 [50 minute slot; days unspecified]

10:45-  
12:00 MW or (TTh or TF)

1-  
2:15 MW or (TTh or TF)

2:30-  
3:20 [50 minute slot; days unspecified]