

College of Journalism and Mass Communications
Guidelines & Principles for Class Scheduling and Faculty Workload
November 2016

- We prioritize convenience of students over convenience of faculty.
 - We are obligated to give assistant professors (tenure-track) a 12-credit hour work load per year and tenured faculty a 15-credit hour work load per year. See College Policy on Expectations for Faculty (Apportionment Guidelines)
 - We will consult with faculty on number of and preferred classes, but preferences cannot be guaranteed.
 - We are committed to meeting demand of the students as best we can.
 - We will maximize the use of our building by scheduling classrooms over the course of the day in accordance with the university time grid.

- Our first priority is a quality classroom experience for students – no matter what the class size. We will deliver an excellent offering regardless of size.

- We develop our schedule with the 4-year degree plan in mind. We aim to minimize conflicts in scheduling of required courses.

- We want comparability across sequences in teaching expectations. Comparability does not mean everyone is treated exactly the same but that we all adhere to the same principles.
 - For undergraduate and combined courses we will maintain the following enrollment guidelines. Theoretical/Principle-based courses will have a minimum enrollment of 100 and a maximum enrollment of 240. Skills-based courses will have an expected minimum enrollment of 15 and a maximum, per ACEJMC guidelines, of 20. Enrollment minimums and maximums in hybrid courses, those combining skills and theoretical learning, will be based upon student demand. All courses are subject to room cap dictation.
 - Courses not meeting the minimum enrollment may remain on the schedule, at the discretion of the dean. Courses not meeting minimum enrollment figures at the end of priority registration may be cancelled and faculty reassigned to meet other needs.
 - The college will maximize enrollment in existing sections before adding additional sections of any course.

- We expect that pedagogy will differ by class size. Each faculty member is responsible for meeting learning outcomes as detailed in the college's assessment plan.

- We will ensure there is consultation between the faculty and sequence head with final discretion of the dean in how classes and workloads are scheduled as long as scheduling doesn't violate the principles stated here. The dean has the final authority over the schedule.

- Faculty workload:
 - Faculty workloads will adhere to the College Policy on Expectations for Faculty (Apportionment Guidelines) approved Nov. 30, 2012, and available at www.journalism.unl.edu/forms.
 - Faculty should not teach more than two 3-credit hour courses with enrollment of 120 students or one 3-credit hour course with enrollment of 240 students per semester. One 3-credit hour course with enrollment of 240 will be considered equivalent to teaching six credit hours for purposes of determining faculty workload.
 - Research-active tenured facultyⁱ will teach 15 credit hours per year. This load should not include more than two 3-credit hour courses with enrollment of 120 students or one 3-credit hour course with enrollment of 240 students per semester.
 - Research-inactive tenuredⁱⁱ faculty will teach 21 credit hours per year. This load should not include more than two 3-credit hour courses with enrollment of 120 students or one 3-credit hour course with enrollment of 240 students per semester.

ⁱ Research-active faculty are those who have a consistent record of producing scholarly or creative work, as defined by the "Guidelines for the evaluation of faculty: annual evaluation, promotion, and continuous appointment."

ⁱⁱ Research-inactive faculty are those who not have a consistent record of producing scholarly or creative work. Determination of research inactive for tenured faculty will made as part of the annual review process.