

<b>Class Scheduling</b>	Procedure Number	651
	Effective Date	February 1, 2019

**1.0 PURPOSE**

Appropriate class scheduling is important to assure that student needs are met in a cost-effective manner.

**2.0 REVISION HISTORY**

Adopted on:  
July 1993  
Revised on:  
September 2014  
January 2019

**3.0 PERSONS AFFECTED**

Students and faculty

**4.0 DEFINITIONS**

**5.0 PROCEDURES**

Class scheduling and the scheduling process are the responsibility of the Division Dean and the Provost. UA-PTC class scheduling is completed in a campus-wide coordinated manner that the Provost approves prior to final scheduling.

The division dean assigns full-time faculty member course loads. Adjunct faculty member course loads are coordinated by the department chair and approved by the division dean. All faculty course loads are documented on faculty contracts, and approved by the corresponding Dean, Provost, and Chancellor.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	July 1993
Ratified by:	UA-PTC Policy Review	January 1, 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	February 1, 2019
UA Policy Alignment		



