

Academic Scheduling Policies

The purpose of this document is to clearly define the policies, processes and staff responsibilities regarding scheduling for the School of Pharmacy. Common points of contact have been established for clear communication and effective change management. Links to all forms appear on the Room Schedule webpage, and on the Administrative Offices webpage under the Forms link.

1. INITIAL SCHEDULE SUBMISSION AND CONFIRMATION – Academic schedules are set up 3-4 months in advance of the student registration meetings and forwarded to coursemasters. ***At least 30 days prior*** to the start of the semester, faculty should confirm the following items in their draft schedules:

- A. **Availability of lecturers:** Ask each lecturer to confirm that the assigned dates/times are not in conflict with other commitments they may have (conferences, clinics, other teaching, etc.).
- B. **Activities and Proctors:** Confirm dates at both campuses for all assessments, labs, presentations, case discussions, review sessions, etc. Consult vice-chairs for proctor and facilitator assignments.
- C. **Technology:** Identify all activities involving electronic media at both campuses.

Registration: Coursemasters must register all external lecturers via the **online Guest Lecturer Form** *before* they will be placed on the academic schedule or entered into the course evaluation system. External lecturers **MUST** sign speaker consent forms in order to be recorded.

Send an updated schedule to the portal (syllabus@rx.umaryland.edu) prior to the start of the semester.

2. SCHEDULE CHANGES AFTER THE SEMESTER BEGINS, IN GENERAL –

- The **online Schedule Change Form** must be completed by faculty for ***all*** academic schedule changes in order to notify the appropriate parties (the department vice-chairs for education, the Associate Dean for Student Affairs, the Assistant Dean for Shady Grove and the Assistant Dean for Instructional Design and Technology, as necessary depending on the type of activity).
- Coursemasters can request switching of lecturer name or topic within the assigned times via the **online Schedule Change Form**. Changes of this type are typically made immediately and without further permissions. Department vice chairs must approve changes, deletions or additions to lecture times, and the Assistant Dean for Instructional Technology must pre-approve changes that are within two weeks of the date of the activity and involve technology. See procedures below.
- Individuals will be designated to back up the Academic Scheduler (and the Assistant Dean for Instructional Design and Technology for schedule changes involving electronic media) if they will be out of the office for a day or longer.
- Schedule changes will be resolved as quickly as possible, during regular business hours.
- No academic schedule changes will be made to accommodate student vacations or holidays.

- 3. CHANGES TO PROCTORING ASSIGNMENT** – Vice chairs make proctoring assignments for courses in their departments. As soon as a proctor becomes aware that they will not be available for a scheduled assessment, the proctor will email the coursemasters, their vice-chair for education and the Associate Dean for Academic Affairs (and the Assistant Dean for Shady Grove if proctoring assignment is at Shady Grove). The vice chair will work with coursemasters (and the Assistant Dean for Shady Grove if proctoring assignment is at Shady Grove) to find a replacement. If this occurs *within 2 weeks* prior to the assessment, it is of utmost importance that the proctor makes every effort to immediately contact the above-designated people. The vice chair will notify the Academic Scheduler via email to implement the approved changes.
- 4. CHANGES TO LIVE GROUP ACTIVITIES** – As soon as the faculty becomes aware that they will not be available for a scheduled activity:
- First, notify and work with the vice chair (and the Assistant Dean for Shady Grove for Shady Grove activities) to find another faculty to conduct the activity at the time scheduled. Then complete the **online Schedule Change Form** to notify the appropriate parties of the resolution. The Academic Scheduler will contact the faculty to confirm the schedule change.
 - If unsuccessful in finding a replacement, complete the **online Schedule Change Form** to notify the appropriate parties for assistance. The Academic Scheduler will contact the faculty to identify another time in the student schedule to hold the activity. For Shady Grove activities, the Academic Scheduler will also work with the Assistant Dean for Shady Grove to revise the SG schedule. The Academic Scheduler will notify the vice chair of the resolution.
- 5. CHANGES TO LECTURES OR GROUP ACTIVITIES USING ELECTRONIC MEDIA** – As soon as the faculty becomes aware that they cannot hold a lecture or synchronous activity at the scheduled time:
- First, switch with another faculty within the assigned course times scheduled, then complete the **online Schedule Change Form** to notify the appropriate parties of the resolution. The Academic Scheduler will contact the faculty to confirm the schedule change.
 - If unsuccessful at switching, complete the **online Schedule Change Form** to notify the appropriate parties for assistance. If the requested change is submitted more than 2 weeks in advance of the original date, the Academic Scheduler will contact the faculty to identify another time in the Baltimore student schedule to deliver the lecture/conduct the activity. For synchronous Shady Grove activities, the Academic Scheduler will also work with the Assistant Dean for Shady Grove to coordinate the SG schedule. The Academic Scheduler will notify the vice chair and the Assistant Dean for Instructional Design and Technology as to whether a new time was identified.
 - *If a change is requested less than 2 weeks in advance of the original date, the Academic Scheduler will communicate suggested changes to the Assistant Dean for Instructional Design and Technology who will determine whether CNS resources and manpower will allow rescheduling the lecture/activity. Permission to proceed will be granted or denied.*
 - If the Academic Scheduler notifies the appropriate parties of an unsuccessful resolution, then the Assistant Dean for Instructional Design and Technology will contact the faculty member directly to explore alternative options for technology-enhanced delivery, or pre-recording a new lecture without a student audience, or re-using last year's lecture. The Assistant Dean for Instructional Design and Technology will resolve the issue and inform the Academic Scheduler, who will notify the vice chair and the Assistant Dean for Shady Grove of the schedule changes to be made.