

## **Scheduling Policy**

While the Department will try to accommodate the wishes of each member of the faculty, in order to offer a variety of courses at different times, it is necessary to implement the following policies:

1. **Scheduling:** Each faculty member should expect to teach one semester per year on a MWF schedule. At the discretion of the Department Head or his/her designee, exceptions to this rule can be made when they are needed for the good of the Department.
2. **Evening Classes:** Each faculty member should expect to teach one course commencing at 6:30 PM at least once every three years when asked to do so. Faculty members are welcome to teach such classes more regularly if they so desire.

Approved 12/2/11 by the Department