

Notes in planning your department's or program's teaching schedule:

In planning your teaching schedule for the 2021-2022 academic year, please ensure that:

- Faculty should balance offering MWF and TTh courses;
- Courses are offered evenly across the three quarters, with an emphasis on more fall quarter offerings;
- Tenure-line faculty are teaching at different levels (from freshman to graduate students) to expose students in different points in their careers to experts in the field;
- Courses are spread Monday through Friday and from early in the day to later so that students have as many options as possible. Please note: the registrar requires that departments and programs comply with these [course distribution guidelines](#).

We encourage you to discuss with your faculty how to achieve this balance. While we appreciate the difficulties inherent in this process, please recognize that curricular coherence and student choice should take priority over faculty convenience in scheduling. We are aiming for pedagogical excellent while keeping the reality of cost in mind. We ask that chairs, assistant chairs and directors engage in this process rather than delegate this task to a staff member.

Additional guidelines that chairs recommend:

- Faculty returning from leave should teach in the fall;
- Faculty should be fair in taking turns with service courses;
- Department and program should offer an even blend of seminars with smaller enrollments and lectures with larger enrollments;

We encourage you to use [Course Leaf Section Scheduler \(CLSS\)](#) and the NU Business Intelligence/Cognos system to help forecast your teaching needs based on data. Department Chairs, DUSs, and staff who have access to SES-BI can login to the system at <https://reporting.northwestern.edu>. To obtain access to the SES-BI Analytics System, please submit the SES Student Records authorization [form](#) and specify that you are requesting access to Academic Reports.