



WEINBERG COLLEGE OF ARTS & SCIENCES

To: Department Chairs and Program Directors

From: Mark Ratner, Dean

Re: Teaching Plans for 2015-16

Date: January 22, 2015

Cc: Department and Program Administrators

This memo outlines the process for submitting your 2015-16 teaching plan materials to the Dean's Office. Given the adoption of the online CLSS system for course scheduling, there are considerable changes to these materials, as described below, which include:

- Completion and submission of the yearly course plans through **CLSS**
- A **teaching allocation spreadsheet** showing the number of courses your faculty will teach for teaching credit and the reasons for any reductions and
- If applicable, **requests for replacement teaching**, documented in a narrative as well as in a spreadsheet.

Below are the deadlines by which you should submit your materials. (Yearly course plans submitted online through CLSS workflow). Please send teaching allocation and requests for additional teaching to Tammy Rosner at t-rosner@northwestern.edu

- All Division I (natural sciences) and Psychology: **February 27, 2015**
- All Division II (social sciences), except History and Psychology: **March 6, 2015**
- All Division III and History: **April 1, 2015**

1) The on-line course scheduling system, CLSS, will be available for use on January 26, 2015. You may begin to build your class schedule for the 2015-16 academic year at any time. Administrators may register for training and open lab times via FASIS Self Service. Classes begin January 30 and will be held through early March 2015. Please contact the Registrar's Office for additional information about CLSS training.

2) Teaching allocations 2015-16: You will shortly receive an email from Tammy Rosner with a link to your teaching allocation spreadsheet pre-populated with the names and ranks of your current tenure-line and teaching-track faculty, as well as other faculty who have a contract through 2015-16. The form should be self-explanatory but we anticipate that you will use the "additional information and

explanation” column to:

- Provide the reason(s) for a reduced course load, e.g., course buyouts, reductions for administrative duties (indicate chair, program director, assistant chair, assistant director, DUS, DGS, etc.), leave of absence (indicate quarter), hiring or retention agreements, etc. When noting these reductions, please include commitment end dates.
- Note any course(s) taught outside the department so as to account for your faculty members’ total teaching load.

3) Request Additional Teaching: If your department or program’s essential courses cannot be covered with extant teaching resources, please list the **replacement courses requested** on the second tab of the teaching allocation spreadsheet provided to your department or program. Also, please provide a brief narrative explanation for all replacement teaching requests either in a separate document or in the comments section of the spreadsheet.

Further notes in planning your teaching schedule:

In planning your teaching schedule for the 2015-16 academic year, please ensure that:

- 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;
- We are aiming for pedagogical excellence while keeping the reality of cost in mind.

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. Institutional costs should also be taken into consideration. We ask that chairs and directors engage in this process rather than delegate this task to a staff member.

Additional guidelines that chairs recommend:

- At least half the courses offered by faculty should be lecture courses;
- A faculty member should offer no more than one graduate course per year;
- Faculty returning from leave should teach in the fall;
- Faculty should be fair in taking turns with service courses; and
- Faculty should balance offering MWF and TTh courses

We encourage you to use the NU Business Intelligence/Cognos system to help forecast your teaching needs based on data. Department Chairs, DUSs, and staff who have access 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.

If you have questions about any aspect of these instructions, please contact Tammy Rosner.

From: Tamara Orloff Rosner

Sent: Monday, January 26, 2015 10:52 AM

Dear Colleagues,

As a follow-up to Thursday's call for 2015-16 teaching plans.

- The on-line course scheduling system, CLSS, is now open, and can be accessed by visiting the following URL: <https://classplanning.northwestern.edu>.
- This system is to be used for scheduling your 2015-16 classes; NON-pilots departments/programs should **not** be working on Spring'15 (4580) in CLSS.
- Once logged-in, click the question mark (?) in the right-hand corner (to the right of your name) for a "Quick Guide to Getting Started with CLSS" and a more extensive "Users Guide" PDF.
- Email classplanning@northwestern.edu for help using CLSS, scheduling assistance and login issues (including requesting access to CLSS).
- Go to https://nuhr.northwestern.edu/psp/hr91prod_ss/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.NW_SS_TRN_REDIRECT.GBL?course=CLSS1 for CLSS department/scheduler training signup.

Please note that I have sent out all the links to the teaching allocation spreadsheets. Programs who do not have tenure-line, teaching-track faculty, or other teaching faculty with contracts through 2015-16, may not have received a link to a spreadsheet. You are, however, still responsible for completion and submission of your yearly course plans through the CLSS system by your divisions' deadline. Please send requests for additional teaching to me at t-rosner@northwestern.edu.

Let me know if you have any questions.

Best,
Tammy

From: Mark Ratner <weinberg-dean@northwestern.edu>

Date: January 22, 2015 at 3:27:11 PM CST

Subject: teaching plan call

Dear Department Chairs and Program Directors,

The Dean's Office requests your projected teaching plans (submitted through the new on-line planner, CLSS) and requests for short-term teaching for 2015-16 by **the following deadlines:**

- All Division I (natural sciences) and Psychology: February 27, 2015
- All Division II (social sciences), except History and Psychology: March 6, 2015
- All Division III and History: April 1, 2015

Please find attached detailed information regarding the materials requested. Your DAs will be trained on how to submit your yearly teaching plans through CLSS. CLSS provides yearly teaching plan information for the Dean's office and then conveys that information to the Registrar's office. Your faculty-by-faculty teaching allocations and any additional teaching requests will come only to the Dean's Office.

We appreciate your submission of this information, which helps us fully understand the teaching that your faculty do in your department or program and in cognate programs and departments, as well as the extent to which administrative responsibilities, teaching reductions and leaves (both research and personal), have on your ability to staff courses. In sum, we hope we can get a better sense of how to best use our human resources to serve our students.

Thank you,

Mark

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Mark Ratner
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