



MEMORANDUM

To: Donna E. Shalala, President

From: Richard L. Williamson
Chair, Faculty Senate

A handwritten signature in blue ink, appearing to read 'Richard L. Williamson'.

Date: October 27, 2011

Subject: Faculty Senate Legislation #2011-18(B) – Amend the *Faculty Manual* Sections on Classroom Assignments and Schedules

At its October 26, 2011 meeting, the Faculty Senate unanimously approved the amendments of the *Faculty Manual* Sections on Classroom Assignments and Schedules. Around 2002-2003, the Office of Academic Services was absorbed into the Office of the Registrar. Since then, the entire classroom assignment and classroom schedule process has been handled by staff in the Registrar's Office. Therefore, the following changes to the *Faculty Manual* will bring the *Manual* into compliance with current practices. The legislation also clarifies the issue of which parts of the university are covered by the policy.

Current version:

Classroom Assignment

The general purpose classrooms on the Coral Gables campus are assigned by the Director of Academic Services. Special-purpose classrooms (e.g., laboratories, studios) on the Coral Gables campus are assigned by individual schools or departments. Classrooms on the campuses of the Rosenstiel School of Marine and Atmospheric Science and the Medical School are assigned by personnel on those campuses. Requests for rooms by faculty members for make-up classes or other purposes should be made to the Director of Academic Services.

Class Schedules

The schedule of classes is published prior to the beginning of each fall and spring semester. Chairs of departments prepare individual department schedules for their academic deans who coordinate the various department schedules for their schools and transmit them to the Director of Academic Services.

Requested version in underline/~~strikeout~~ format:

Classroom Assignment

The general purpose classrooms on the Coral Gables campus are assigned by the ~~Director of Academic Services~~ Registrar. Special-purpose classrooms (e.g.,

laboratories, studios) on the Coral Gables campus are assigned by individual schools or departments. ~~Classrooms on the campuses of the Rosenstiel School of Marine and Atmospheric Science and the Medical School are assigned by personnel on those campuses.~~ Requests for rooms by faculty members for make-up classes or other purposes should be made to the ~~Director of Academic Services~~ Registrar.

Classrooms on the campuses of the Rosenstiel School of Marine and Atmospheric Science, the Miller School of Medicine and the School of Law are assigned by personnel of those schools.

Class Schedules

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Clean version with changes accepted:

Classroom Assignment

The general purpose classrooms on the Coral Gables campus are assigned by the Registrar. Special-purpose classrooms (e.g., laboratories, studios) on the Coral Gables campus are assigned by individual schools or departments. Requests for rooms by faculty members for make-up classes or other purposes should be made to the Registrar.

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This legislation is now forwarded to you for your action.

RW/rh

cc: Thomas LeBlanc, Executive Vice President and Provost
Scott Ingold, Associate Vice President and University Registrar

CAPSULE: Faculty Senate Legislation #2011-18(B) – Amend the *Faculty Manual* Sections on Classroom Assignments and Schedules

PRESIDENT'S RESPONSE

APPROVED:  DATE: 11/1/11
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: FACULTY SENATE

EFFECTIVE DATE OF LEGISLATION: _____
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____