

Modern Languages

Teaching Schedule Request

Name _____ Date _____

Please indicate below your needs and preferences regarding your teaching schedule. The Associate Chair will keep this information on file for reference in preparation of future teaching assignments. If you wish to make changes in the future, please fill out another sheet with the new information and make sure it reaches the Associate Chair.

Please be aware that the task of preparing schedules is becoming more difficult each semester and it may be impossible to accommodate requests for individually tailored schedules. As a rule of thumb, tenure-track faculty may expect one day without classes for research. While a full effort will be made to be fair and recognize individual needs, full-time faculty may be required to teach from 8:00 a.m. to 4:00 p.m., or 9:00 a.m. to 5:00 p.m. Special scheduling requests will be considered in the order of priority below:

1. Pedagogical needs for classes you will be teaching (special classroom/equipment needs, hours to accommodate special student populations, etc.).
2. Individual, professional needs (e.g. major committee commitments such as the Faculty Senate, specific professional obligations, etc.).
3. Personal time constraints.