

Time Grid Report Form

College of Arts & Sciences

Unit _____ Prepared by _____ Term/Year _____

Schedule Guidelines	Yes/No	Details*	Explanations*
1. Tenured/tenure track faculty in gateway courses?		List Course # and Faculty _____ _____ _____ _____ _____	
2. Senior faculty in freshman courses?		List Course # and Faculty _____ _____ _____ _____ _____	
3. Course scheduled within time grid? List each non-complying course with explanation.		List exceptions:	
4. Classroom allotment adhered to? List each non-complying course with explanation.		List non-complying courses:	
Time grid compliance:			
5a. Total number of sections offered: _____			
5b. Total number of sections scheduled on MWF: _____			
5c. Percent of sections offered MWF (5b/5a*100‡): _____ (should be 60% or greater)			
6a. Total number of sections offered between and including 9:30 AM to 2:30 PM: _____			
6b. Percent of sections offered between and including 9:30 AM to 2:30 PM (6a/5a*100): _____ (should be 60% or less)			
7. Have you ensured that TR offerings are spread across all course levels (100 & 200 as well as 400 and graduate) <input type="checkbox"/> Yes <input type="checkbox"/> No			

*if additional space is needed, use the back of this sheet

‡translation: (line 5b divided by line 5a) multiplied by 100

REV 01/2008