

## Required trainings for all new teaching faculty

FERPA tutorial:

<https://www.registrar.arizona.edu/personal-information/ferpa-tutorial>

UAccess User Access Agreement:

<https://it.arizona.edu/documentation/user-access-agreement>

Security Awareness Training

<https://security.arizona.edu/content/all-employee-security-awareness>

Please see this page for more: required trainings:

<https://compliance.arizona.edu/training>

## UAccess GradPath

When the above trainings are complete, please see the department graduate advisor who can provision you to access GradPath, the section of UAccess that pertains to graduate student paperwork and graduate applications.

GradPath FAQ: <https://grad.arizona.edu/gsas/gradpath/faq?audience=27>

## UAccess Instructor Center

UAccess Instructor Center is the system of record for class rosters and grading. You will automatically have access to this area if you are an instructor of record for a class. Training is not required to start using your Instructor Center. Please see this page for information and guides to Instructor Center:

<https://registrar.arizona.edu/uaccess/uaccess-instructor-center>

## D2L – Desire2Learn

D2L is UA's learning management system that allows listed course instructors to host class home pages to offer documents, lectures, grade books, discussions, class calendars, quizzes, and other tools to the students enrolled in their class.

<https://d2l.arizona.edu/d2l/loginh/>

<https://help.d2l.arizona.edu/instructors>

## Creating a New Course

1. Consult with the Department Head Barbara Carrapa, Associate Department Head Andrew Cohen and Graduate Advisor Rocina Garcia or Undergraduate Advisor Shawna Matteson to discuss the departmental needs. Your course and the semester(s) it will be taught will be added to the 2-Year Teaching Plan.

2. Review the New Course Proposal and Syllabi templates for creating new courses. Please consult with Anne Chase as she submits all new departmental course requests.
3. Please see this document for definitions of credits, contact hours, and course workload:  
[https://academicadmin.arizona.edu/sites/default/files/contact\\_hour\\_definitions.pdf](https://academicadmin.arizona.edu/sites/default/files/contact_hour_definitions.pdf)
4. Please note that “approved” means the course needs to have been reviewed in the department, and then submitted and routed through the curriculum process. This can be a lengthy process.
  - a. Courses to be offered in the Fall semester must be approved by February 1 of that year. Please submit to the department by **October 1** of the previous year.
  - b. Courses to be offered in the Spring semester must be approved by September 1 of the previous year. Please submit to the department by **May 1** of the previous year.
5. Once a course has been approved, please consult Departmental Scheduler Michelle Garcia to schedule your course and classroom. If your enrollment max is 45 students, you may reserve a department classroom. If your enrollment max is greater than 45 students, we will need to schedule a Centrally Scheduled Classroom, a University space that is scheduled by the RCS Office. You may find a list here: <http://registrar.arizona.edu/event-scheduling/classroom-information?audience=other&cat1=12&cat2=229>

### **Class Scheduling Guidelines**

UA Colleges and Departments must follow the guidelines below so that spaces are utilized in the most efficient manner, allowing the most class sections to be scheduled in each Centrally Scheduled Classroom (CSC).

1. **Peak Hours:** Peak hours in Centrally Scheduled Classrooms are defined as 9:00am – 3:00pm on Monday, Wednesday and Friday, and 9:30am – 3:30pm on Tuesday and Thursday.
2. **Standard Meeting Patterns:** Classes meeting during peak hours must be scheduled according to the Standard Meeting Pattern for the term they are scheduled in.

Note: Three unit courses lecture courses meet for a total class time of 150 minutes. Courses with second components like labs or discussions in addition to their lectures will have meeting times depending on the second component. GEOS labs are scheduled in the afternoon so there is no conflict with other morning lectures.

3. **35/35/30 Policy:** Departments should balance their class offerings equally between Monday/Wednesday/Friday and Tuesday/Thursday meeting patterns. No more than 35% of a department's classes scheduled in Centrally Scheduled Classrooms should meet during peak hours on MWF, no more than 35% during peak hours on TR, and the remaining 30% during non-peak hours (before 9 or 9:30am, after 3 or 3:30pm, or on weekends).

a. This rule does not apply to classes meeting in Departmentally Scheduled rooms or off campus; classes scheduled in those rooms will not count towards the total percentage.

4. **Historical Enrollment:** Use historical enrollment when requesting a centrally scheduled classroom. A class should fill at least 70% of seats in the classroom assigned.

5. **Room Requests:** Rooms are assigned to classes for each term based on room size, room preferences, and technology needs, independent of any room assignments that were made for previous terms.

### **Final Exam Policy**

**As Confirmed by the Faculty Senate: No deviation from the exam schedule, once it is published, is authorized.**

*Updated and approved by the Faculty Senate, 3/7/2016*

1. No classes or laboratories will be held after the last day of classes. Please refer to the **Academic Calendar** for dates & deadlines.
2. All courses offered for credit shall include a final examination or a summative assessment (e.g., portfolios, essays, project reports).
3. Final exams must be limited to the published examination period for that term (e.g., semester, first 7-week session, pre-session). See item #4 for the process by which exceptions may be made.
4. It is Faculty Senate policy that all forms of exams (quizzes, take homes, etc.) are prohibited on any scheduled class or reading day during the calendar week in which regularly scheduled final exams begin. Specific exceptions for certain courses may be made with approval from the appropriate academic unit head and academic dean. Students shall be informed of any such exceptions in the class syllabus.
5. Exams for classes starting after the hour will be held according to the schedule for that hour. Example: classes starting at 2:15 pm will hold the exam at the same time as the 2:00 pm classes.
6. In courses where the exam is given according to the class meeting time, the lecture hours only are considered in determining the exam period, unless the course is a laboratory only with no lecture. The exam will be given in the same room in which the lecture has been held, unless otherwise informed.
7. Certain courses will have Common Final Exams. Common Final Exams can be scheduled only in courses that have four or more class sections or more than 200 students. Rooms for these course finals will be announced by the instructor prior to the final exam period.

8. Instructors of fully-online classes are required to specify in the syllabus when—during the official final exam period—they will hold their final exam or by what date and time students are required to submit their summative assessment.
9. A student having two or more exams scheduled for the same time period will take the exam in the course with the largest total enrollment. The student must then arrange with the instructor of the other course to schedule a make-up exam at the earliest possible time during the final exam period.
10. A student having four or more exams scheduled for one day may, upon prior notice to the instructors concerned, arrange to take the fourth and fifth, etc., exams on some other day during the exam period. The student must report to the Office of the Registrar, Registration and Transcripts, Administration 210, no later than fourteen calendar days before the end of classes to obtain an authorization form for the rescheduling. The exams to be rescheduled are those in courses having the lowest enrollment(s).
11. Candidates for graduation who have a final examination scheduled during their college commencement recognition ceremony shall be given the option of rescheduling that exam. Faculty may verify the date and time of college commencement ceremonies on the [\*\*Commencement Ceremony website\*\*](#).

## Standard Meeting Patterns for Classes

### FALL/SPRING

#### Monday, Wednesday, Friday Standard Time Blocks

Units	Days	Start Time	Stop Time
3	MWF	0800AM	0850AM
3	MWF	0900AM	0950AM
3	MWF	1000AM	1050AM
3	MWF	1100AM	1150AM
3	MWF	1200PM	1250PM
3	MWF	0100PM	0150PM
3	MWF	0200PM	0250PM
3	MWF	0300PM	0350PM
3	MWF	0400PM	0450PM

Tuesday/Thursday Standard Time Blocks

Units	Days	Start Time	Stop Time
3	TR	0800AM	0915AM
3	TR	0930AM	1045AM
3	TR	1100AM	1215PM
3	TR	1230PM	0145PM
3	TR	0200PM	0315PM
3	TR	0330PM	0445PM

These patterns slightly vary for Summer sessions.