

GUIDELINES FOR THE CROSS-LISTING OF COURSES, PARTICULARLY BETWEEN PROGRAMS AND DEPARTMENTS

Introduction

These *Guidelines* represent an attempt to clarify policies and practices relating to departments and programs, particularly with regard to staffing and curricular issues, including the cross-listing of courses. They are neither exhaustive nor prescriptive, but are meant to be helpful suggestions for facilitating cooperation between departments, programs, and individual faculty members. We would welcome any suggestions for ways that this document can be improved or made more helpful.

General Points

Cross-Listed Courses

Individual faculty members should approve the cross-listing of their courses by a department or program that is not their home department or program, as well as the use of their courses by another department or program to satisfy any of its particular requirements (that is, any requirement other than a general elective).

The chairs of departments and programs should approve the cross-listing of courses taught by members of their department or program and the use of these courses to satisfy any particular requirements of another program or department; in the same way, the chairs of programs or departments in which it is proposed to cross-list a course also should approve this cross-listing and will determine what, if any, particular requirements in their program or department the course may satisfy.

The course level and number for cross-listed courses preferably should be the same for all the departments and programs in which they are listed. In cases where the particular course numbering system precludes this, the instructor should provide a brief explanation of the difference in the course syllabus.

Double-Counting of Cross-Listed Courses

Currently, a cross-listed course cannot be counted toward the completion of more than one major (although, of course, a student still can complete two or more majors by taking the minimum number of required courses for each major). A cross-listed course may, however, count toward the completion of both a major and an interdisciplinary program concentration, although a student still must take the minimum number of required courses (including cross-listed courses) for both the major and the concentration. The determination of whether a cross-listed course can count toward the completion of two or more interdisciplinary program concentrations rests with the faculty in each interdisciplinary program. For the College policy on the double-counting of courses in general, see the relevant section of the on-line catalogue.

Staffing/Curriculum

To help program and department chairs with the planning of their curricula, a list of expected leaves for the following two years will be available on the Dean of the Faculty Office website. Since faculty sometimes delay informing the Dean of the Faculty's Office that they have altered their plans, however, chairs also should check with the relevant faculty members.

Yearly Schedule—Curriculum, Staffing, and Hiring

Summer

Staffing and Hiring

Where relevant, department and program chairs should inform other chairs of regular and visiting positions authorized by the CAP that might contribute to the curriculum of their department or program.

Program and department chairs should request from the relevant chairs statements regarding the contribution of untenured faculty in their department or program to other departments and programs. Conversely, program and department chairs should send such statements to the chairs of the home departments and programs of untenured faculty who have contributed to their department or program.

Late December-February/Early March

Curriculum and Cross-Listed or Program Courses

The timely exchange of information regarding courses and class hours is essential in order to ensure that in the coming year courses offered by departments and programs complement rather than compete with one another, that a sufficient number of courses for interdisciplinary programs are available, and that these courses are appropriately balanced across the academic year as well as distributed between class hours within each semester. The information that needs to be communicated includes: the courses being offered/planned by a department or program for the coming year, the cross-listed and other courses needed by a program or department from another department or program for the coming year, expected or possible new courses (for example, courses to be offered by new faculty), expected faculty leaves, and proposed class hours. Clearly, this information will become available at different times during the course-planning process, but chairs should make every effort to keep each other as fully informed as possible about their planning and needs throughout the process.

Mid-February: the Registrar's Office can provide chairs with a preliminary list of courses to be offered and bracketed in the coming year.

Staffing and Hiring

Where relevant, department and program chairs should inform their counterparts of visits by job candidates who might contribute to other programs or departments and should involve faculty in these programs and departments in the hiring process. Such cooperation is particularly important in the case of potential joint or affiliated appointments.

March-April

Curriculum and Cross-Listed or Program Courses

Department and program chairs should check with their counterparts to confirm which cross-listed or other relevant courses that will contribute to their curriculum will be offered during the coming year and to work out potential scheduling problems.

Staffing and Hiring

Chairs should contact relevant department and program chairs in late February or early March regarding their staffing needs and desires, so that this information can be taken into account when considering what positions to request in Staffing Reports or joint requests can be developed (Part I of the Staffing Report typically is due in mid-April).