

Creighton College of Arts & Sciences

CCAS Faculty Procedure for Classroom Change Requests

Passed by Faculty Senate March 15, 2022

Rationale.

While it is under the purview of the Registrar to assign classrooms to all faculty for their courses, there may be occasion to alter the classroom that was originally assigned. Appropriate reasons to change classrooms may include pedagogical considerations, physical needs for a faculty member or the need to accommodate a larger number of students in the course than originally planned. Convenience or aesthetic are not considered appropriate reasons to change classrooms.

Scope.

This Policy applies to all teaching faculty in the College of Arts and Sciences, including part-time employees, who utilize classroom space on Creighton's Omaha campus.

Definitions.

None.

Policy:

Creighton University's policy on room scheduling is that the Registrar is responsible for all academic room reservations, which include all courses to be taught on campus, regardless of their College or designation. This can be viewed on the Registrar's web page:

<https://www.creighton.edu/registrar/otherservicesandforms/classroomreservationrequest/>

The following procedure does not alter this policy in any way, and it is important to note that the Registrar retains the ability to deny any classroom change request in light of any competing University demands.

Procedure:

Faculty should identify their classrooms as soon as possible after the schedule is available to them on the NEST, and every effort should be made to make requests for classroom changes *PRIOR* to student registration date.

Identified Classroom:

Faculty who have an identified classroom that they wish to be moved to should first check to make sure that no other courses have been already scheduled in that classroom for the time of their class. Faculty can view classroom course schedules through 25Live, our event-scheduling interface, available here: <http://www.creighton.edu/reservations/25liveeventscheduling/>.

If there is no other course or event scheduled in the room for the class time, the faculty may contact the Associate Registrar for Academic Services with the request for the room. This request must include the number, name and CRN of the course, the max enrollment for the course, the room the course was scheduled in, and finally the room the faculty would like to use for the course.

Should there be another class already scheduled, it is the responsibility of the faculty wishing to switch rooms to contact the instructor of the class they hope to switch with. If both parties agree, the faculty requesting the switch should contact the Associate Registrar for Academic Services (cc-ing the faculty with whom they wish to switch classrooms) with the number, name, CRN, max enrollment for both courses, as well as the classrooms requesting to be switched.

Should there be any disagreement about room switches, or should any faculty feel they are being coerced into changing rooms when they do not wish to should contact their chair and their associate Dean immediately to mediate the process.

Unidentified Classroom:

If the faculty member does not have a specific classroom in mind, they may still request a classroom change through the Associate Registrar for Academic Services. They can help the faculty identify whether any classrooms are open that meet the specifications of the faculty. However, the Registrar's office will **not** suggest classrooms that are already in use at the requested time.

As the Registrar has access to all University events, it is possible that classrooms that look open may be booked for unique events throughout the academic year, which may render the classroom unavailable for courses.