

10-C-03 Teaching Assignments

Responsible Division/Office: Office of Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History:
Effective Date: August 28, 2023
Next Review: 2026

- (A) Scope. This policy applies to the notification to faculty regarding the teaching assignments for the Fall and Spring terms.

- (B) Procedures.
 - (1) Faculty will be informed of their tentative teaching assignment, listing courses they will be teaching, a minimum of sixty (60) calendar days prior to their first day of classes for Fall and Spring terms.

 - (2) Department chairpersons will use YSU email to notify the faculty member any adjustments that occur within sixty (60) calendar days prior to the start of their classes. The chairperson will be available to discuss these changes upon request.

 - (3) The faculty member shall have up to seven (7) calendar days to complete and post the syllabus for the course(s) if their teaching assignment is adjusted less than seven (7) calendar days from the start of the semester.