The AADS Department works to balance faculty area expertise, student need, and administrative leaves through the University and the College of Liberal Arts to structure our undergraduate and graduate curriculum each semester. The AADS course scheduler works on curriculum in concert with the Department Chair, the Department Associate Chair, the AADS Undergraduate Curriculum Committee, the AADS Graduate Program chair, and the AADS Graduate Advisor.

The AADS course scheduler is the first source for information about course scheduling. In the case information is not adequate from the course scheduler, the AADS Associate Chair will deliberate, and then the AADS Chair.

This information is meant for AADS faculty. Faculty entering the department will be governed under this information beginning as soon as possible after their appointment is finalized.

I. Faculty Course Load Through COLA

The typical course load for a faculty member in the College of Liberal Arts is a two-two (two courses per long semester, i.e. two courses in the Fall and two courses in the Spring). 50% faculty (those with appointments in more than one department) “owe” AADS two courses each year. The EC has stipulated that it is highly recommended that 50% faculty “give” AADS their two courses in one semester.

II. EC Rules & Course Balances in AADS

The EC has stipulated the following rules regarding course balances:
- The course scheduler is instructed to try and keep a faculty member’s teaching schedule limited to three days a week only
- Each 100% faculty member should teach at least one MWF and one lower division course each academic year
- Each 50% faculty member should teach one MWF and one lower division course every two academic years
- Each 100% faculty member may teach one graduate course every three semesters.
- Each 50% faculty member may teach one graduate course for AADS every six semesters (graduate courses offered by the 50%er’s other department will be cross-listed with AADS if the 50%er so wishes)
- Graduate courses offered by 0% faculty will not be cross-listed except on a case-by-case basis (as decided by the AADS Chair)
- For the Core Courses (Theory I, Theory II, AADS Methods), first priority is given to those faculty who developed the courses. Next priority is given to 100% faculty members. Faculty teaching these courses will be allowed to teach them for two consecutive semesters. Once any faculty member has taught a Core Course, she or he will not be permitted to teach that course again until all eligible faculty have had an opportunity to teach that course.
Course Scheduling

- For Supporting Required Courses (Humanities, Social Sciences, Fine Arts, Diaspora), first priority is given to 100% faculty in each area so that one course in each area is offered each semester. Faculty must also follow the rule of rotation that is already in place—100% faculty can teach a grad courses every three semesters; 50% faculty can teach a grad courses every six semesters.
- Review of rotation for Core Courses and Supporting Required Courses, along with a review of content for Core Courses will take place in 2019.

The course scheduler will keep track of each individual faculty member’s objectives and will work with faculty members individually to ensure that their course offerings line up with EC objectives.

III. Course Scheduling Process

Course schedules are produced about a year in advance in three phases: Original, Chair’s Proof, and Advance Copy (see chart below). Departmental course schedulers work to get course information from individual faculty members, and then their work is checked by the COLA Dean’s office and the University-level Course Schedule Production office. It is best to do all the work in Original, since it makes us look good to COLA, and it’s easier/more likely to get good rooms and cross-listings established during this time.

<table>
<thead>
<tr>
<th></th>
<th>Original Phase</th>
<th>Chair’s Proof</th>
<th>Post-Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Mid April – Early May</td>
<td>August (1st three weeks)</td>
<td>Early October (until 12th class day)</td>
</tr>
<tr>
<td>Summer</td>
<td>Late October – Mid November</td>
<td>Mid January (four working days)</td>
<td>Early March (until fourth class day)</td>
</tr>
<tr>
<td>Fall</td>
<td>Mid November – Early December</td>
<td>Mid-February</td>
<td>Late March</td>
</tr>
</tbody>
</table>

Source: COLA Academic Affairs

IV. What Courses Can I Teach?

As mandated by the Texas Higher Education Coordinating Board (THECB), faculty members are only allowed to teach courses within the boundaries of what AADS has officially published in our inventory. In the AADS inventory, we have more established courses that are “stand alone” or numbered topics courses. However, if a faculty member would like to teach a new course that AADS has never taught before, they can teach it as an unnumbered topics course under one of our topics. Unnumbered topics are not printed in our inventory and are only seen in the individual course schedules for each semester. They are meant to allow a professor to “test out” a new course at UT-Austin and are not long-term teaching solutions.

Typically, a new course should only be taught three times in a row before we ask to add it to our inventory/catalog. This is because our catalog is one of the first places that students look to get
an idea of our department, and we would like the courses that are listed to be as accurate as possible since they provide a snapshot of the faculty – and research interests -- in our department.

V. Graduate Course Information

**AADS Grad Required Courses:**
Students in the AADS Grad Program are required to take the following stand-alone courses. These courses are central to our curriculum. Preference is given to those AADS professors who served on the course creation committees and who are 100% faculty. If you are interested or scheduled to teach one of the following courses, please indicate so on your Course Request Form.

AFR 390: Black Studies Theory I  
AFR 391: Black Studies Methods  
AFR 392: Black Studies Theory II

**AADS Grad Areas:**
Students in the AADS Grad Program are required to take courses in the following four areas. AADS will provide one course in each area per semester, with priority given to 100% faculty. When proposing a new course, faculty will be asked to categorize their courses based on the following areas:

- Humanities  
- Social Sciences  
- Diaspora  
- Fine Arts

VI. Undergraduate Course Information

**AADS Undergrad Required Courses:**
Undergraduate AFR majors are required to take the following stand-alone courses. These courses are central to our curriculum and are open for any interested AADS professor to teach. If you are interested in teaching one of the following courses, please indicate so on your Course Request Form.

AFR 301: African American Culture  
AFR 303: Introduction to African and African Diaspora Studies  
AFR 375: Community Internship  
AFR 376: Senior Seminar

**AADS Undergrad Areas:**
Undergraduate AFR majors are required to take courses in the following areas. When proposing a new course, faculty will be asked to categorize their courses based on the
Course Scheduling

following three columns, which correspond to the major requirements for different catalog years:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Africa</td>
<td>Critical Black Studies</td>
<td>Critical Race, Gender, and Sexuality Theories</td>
</tr>
<tr>
<td>Diaspora</td>
<td>Black Education, Psychology, and Mental Health</td>
<td>Performance, Music, Art, and Literature</td>
</tr>
<tr>
<td>Blacks in the United States:</td>
<td>Black Popular Culture</td>
<td>Language, History, Behavioral and Social Sciences</td>
</tr>
<tr>
<td>Blacks in the United States:</td>
<td>African and African Diasporic Cultures and Languages</td>
<td></td>
</tr>
<tr>
<td>History, Politics, and Society</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VII. When Can I Teach?

Faculty should note any preference they have for times, but courses will ultimately be scheduled based on departmental need. The following are considerations that the UCC, GPC, Chair, and Associate Chair take into account when creating a semester’s course schedule:

1. AADS schedules courses on standard timelines, with respect to the EC course scheduling guidelines and individual faculty adherence to those guidelines. This means that the following course timelines are available for undergraduate courses:

   MWF 8 am – 5 pm (for one-hour blocks: for instance, MWF 12-1)
   T TH 930 am - 5 pm (for 1.5 hour blocks: for instance, T TH 2-330)

   Any time outside of these are considered non-standard and are unlikely to be approved by AADS administration.

2. AADS graduate courses are scheduled in three-hour blocks, typically in the AADS conference room (BEL 232) and not on Fridays.
3. AADS will make every effort to avoid the following scheduling issues:
- Scheduling two courses that meet the same area requirements on the same timeline
- Scheduling two lower-division courses on the same timeline.
- Scheduling two required courses (including Yoruba language courses) on the same timeline
- Scheduling two courses with similar flags on the same timeline
- Scheduling graduate courses to overlap with each other, even by an hour (i.e. no M 3-6 and M 5-8 courses)
- Scheduling a faculty member for more than three days of teaching a week

4. AADS administration has requested that a two-hour block be held for departmental meetings and that this time not be scheduled with classes. This block is typically in the late afternoon on Mondays, Wednesdays, and Fridays.

VIII. Where Can I Teach?

For room requests, please consult the General Purpose Classroom (GPC) list that is produced every course scheduling cycle for each semester and make note of preferences during the Original phase. The Technology Classroom Database is also a good source to learn about rooms and their attributes.

Courses held in the Warfield Center’s Isese Gallery are first-come, first-served and, since it’s such a popular destination, are subject to the approval of the Warfield Center and the events they are scheduling for the given semester (AADS required courses are typically given priority).
Course Scheduling

IX. AADS Course Request Forms

About a year in advance of the semester we’re scheduling for, the course scheduler will send out an “AADS Course Request Form” that requests the following information about professor course requests. While the ultimate decision of course assignments lies with AADS administration in regards to making sure we are balanced across AFR course areas and timelines, this is the time to make requests about room preferences and timeline preferences. These preferences will be taken into consideration as the course schedule is produced.

Professors will be notified about their teaching schedule about two weeks after course requests are gathered, and it is likely that the course scheduling process for a given semester will not be complete until the end of Chair’s Proof (typically a semester before the course schedule is published).

If your proposed teaching schedule poses a problem, please let the course scheduler know as soon as possible. After a course is printed in the course schedule, students can enroll in it. AADS will NOT change a course if students are already enrolled in it, except in extreme circumstances.

Overview of Information Required in Course Requests:
- Title
- Last semester offered by professor (if course is established)
- Course description (if the course is new)
- Room preference and/or necessities (such as media, moveable chairs, etc)
- Time preferences
- Cross-listing requests
- AADS Grad or Undergrad Area
- Flag information
- Instructor eid
- Preferred enrollment cap
- Final exam administration (yes/no)

X. Definitions

0% faculty member/affiliate (with AADS):
A 0% faculty member or affiliate faculty member is a professor who has a courtesy appointment with AADS but a faculty line through another department (or combination of departments).

50% faculty member (with AADS):
A 50% faculty member is a professor who has a faculty line with AADS and a faculty line with another department.
Course Scheduling

100% faculty member (with AADS):
A 100% faculty member is a professor who has only has an appointment with AADS.

12th Class Day:
Official enrollment for reporting purposes is taken on the 12th class day. This is also typically the last day a student can add a class, except in extreme circumstances.

Adding a course:
Students can “add and drop” themselves into course through the 4th class day. After the 4th class day, the department can add students into courses. AADS policy is that students need permission from the instructor to enroll. The student typically emails the professor, receives confirmation, and then forwards this email to the undergraduate or graduate advisor, who can add them into the course after the 4th class day. A student can add a course after the 12th class day only under extreme circumstances.

AADS Grad Area Requirement:
AFR graduate students are required to take a certain number of courses in certain areas. The course scheduler works to balance these AADS Grad Area requirements when creating a semester’s course schedule.

AADS Undergrad Area Requirement:
Undergraduate AFR majors are required to take a certain number of courses in certain areas. The course scheduler works to balance these AADS Undergrad Area requirements when creating a semester’s course schedule.

Catalog:
The catalog is the official publication of UT-Austin that specifies degree requirements. A student is placed and advised on a catalog based on the first year they enter a Texas public university (including UT-Austin). A catalog expires every six years. AADS has changed its catalog nearly every catalog period (every two years) since the department’s founding in 2010. The AADS undergrad advisor currently advises students on three open catalogs (08-10, 10-12, 12-14) and schedules courses for all three sets of AADS Undergrad Area requirements.

COLA requirement:
A COLA requirement is a type of course requirement that all students in the College of Liberal Arts at UT-Austin, regardless of their major, must fulfill. These include:

- Additional COLA Social Science (an AADS course can be proposed to fulfill this requirement every catalog production year)
- Two additional COLA Natural Sciences (it is unlikely an AADS course would fulfill this requirement)
- Cultural Expression, Human Experience, and Thought [CEHET] (an AADS course can be proposed to fulfill this requirement every catalog production year)
Course Scheduling

- Four semesters of a foreign language (Yoruba language is administered by the AADS department)

**Course Instructor Survey (CIS):**
CIS forms are the university’s tool to gauge students’ opinions of courses. The course scheduler will coordinate the ordering of these forms. The department prefers paper CIS forms, but eCIS forms are also available. Students typically fill out the forms during the last week of class. AADS prefers that professors do not request CIS forms for individual instruction courses.

**Course number:**
A course number is the number that comes immediately before the course title. It corresponds to a topic or stand-alone course in our inventory. If your course is cross-listed, each section will have a different course number. However, unlike a unique number, a course number is the same each semester and does not change. An example of a course number is AFR 303.

In addition, a course number indicates the level of the course (upper-division courses have numbers 320 or above, and lower-division courses have numbers 319 and below). During the summer, letters are added before the number to indicate which summer session the course is in: first session (F), second session (S), nine-week session (N), or whole session (W). An example of a summer course number is AFRs372E.

**Cross-listing:**
To cross-list a course means to give a department other than AADS/the home department a small number of seats. This has the benefit of attracting a larger audience for your class, and helps to solidify the interdisciplinary nature of AADS courses. AADS typically cross-lists with the following departments: Anthropology (ANT), English (E), Women’s and Gender Studies (WGS), History (HIS), Theatre and Dance (TD), American Studies (AMS), Spanish and Portuguese (SPN). To cross-list a course, please get in touch with the AADS course scheduler and indicate your interest on your course request form. The course scheduler will initiate the cross-listing.

**Enrollment caps:**
An enrollment cap is the number of students that can enroll in a given course. Typically, if under 50, this must be approved by the AADS Chair. AADS will give a TA to a course whose enrollment reaches 50. Writing flag courses are typically capped at 25-30. In general, AADS wants courses to be as large as possible.

**Final exams:**
UT-Austin schedules final exams based on course timelines. Class syllabi must indicate the final exam date. A professor can elect for their course to not have a “traditional” final exam as long as a final project is not more than 30% of the final course grade and is not due during “dead” days.
The course scheduler must indicate whether or not a course will have a final exam in the Final Exam System, so this is a piece of information that a professor will be asked during the AADS Course Request and HB 2504 periods.

**General Purpose Classroom (GPC):**
A GPC is a classroom that is controlled by the university’s room scheduling office. The majority of AADS courses are scheduled in GPCs. Not all GPCs have equivalent media capabilities. The GPC list, including room numbers and attributes, is printed each course scheduling cycle.

**Guest department/section:**
Guest departments are invited to cross-list with home courses. Guest departments are not responsible for the enrollment of the course that they are guests in, or any other course management issues.

**HB 2504:**
House Bill 2504 stipulates that all undergraduate course syllabi, and CVs of the instructors-of-record for these courses, must be made available online. Syllabi and CVs are due on the 5th day of class each semester. The course scheduler coordinates the uploading of these documents.

**“Home” or “originating” course:**
A home course is a course that AADS is “paying” for because a professor “owes” it to the department. The course scheduler does all of the work for home courses in their department (for instance, the AADS course scheduler does not do flag applications or submit course descriptions for courses that are not AADS-home). All 100%ers’ courses have AADS as home. 50%ers have AADS as home when AADS schedules their courses.

**Inventory (Graduate and Undergraduate):**
The inventory is the list of courses that the Texas Higher Education Coordinating Board (THECB) has approved and that AADS can teach. The inventory is printed in the Undergraduate and Graduate Catalogs. We can update the inventory every two years (on alternating years for graduate and undergraduate; for instance, 2012 was a graduate update year, and 2013 is an undergraduate update year).

**Lecture:**
A lecture is defined by UT-Austin as “an activity in which the faculty member gives an oral presentation of facts or principles; students are usually responsible for note taking”.

**Lower-division course:**
A lower-division course (LD) is thought of as a more “introductory” course. It should be more of a broad survey of an area in Black Studies, rather than a niche interest. AADS LD courses include “The Black Power Movement”, “Diaspora: Race/Nation/Resistance”,
and “Introduction to Black Women’s Studies”. The course number of a lower-division course is 319 or below.

Here are some of the lower-division stand-alone and topics courses AADS is certified to teach:

AFR 301: African-American Culture
AFR 303: Introduction to African and African Diaspora Studies
AFR 317: Special Topics in African American Issues
AFR 317C: Special Topics in African Studies
AFR 317D: Special Topics in Black United States Studies
AFR 317E: Special Topics in the African Diaspora
AFR 317F: Special Topics in Black Expressive Culture

**Minimum enrollment:**
In order for a class to “make” during the long semester (i.e. Fall or Spring), the minimum number of students enrolled must be ten for an undergraduate class and five for a graduate class.

The undergraduate minimum enrollment number in the summer is usually 15 students for upper-division undergrad courses and 20 students for lower-division undergrad courses. AADS does not currently offer graduate courses during the summer.

If a class does not have the minimum enrollment on the first class day, it is subject to cancellation. The department can submit a small class petition to try and “save” the course.

**Seminar:**
A seminar is defined by UT-Austin as “an activity in which a group of students engage in research or advanced study and [that] meets under the general direction of one or more faculty members for a discussion of problems of mutual interest”.

**Small class petition:**
If a class does not have the minimum enrollment on the first through fifth class days, it is subject to cancellation and the course scheduler will need to submit a small class petition. These petitions are usually not granted and reflect poorly on the department. On a small class petition, a “compelling reason” must be given to make the case that the course should not be cancelled. These reasons can include that the course is a required course for graduation, is required for majors in this field, or is in a newly-established degree program.

**Standard teaching timeline:**
The College of Liberal Arts defines standard teaching times as one-hour blocks on M/W/F (ex: MWF 1-2 pm) and one and a half hour blocks on T/TH, beginning at 8 am (ex: T TH 930 – 11). Graduate standard teaching timelines are typically 3-hour blocks.
Course Scheduling

Standard teaching times are necessary to schedule a General Purpose Classroom. AADS does not schedule non-standard teaching times except for special circumstances which must be approved by the AADS Chair.

**UGS Flag:**
The School of Undergraduate Studies gives out flags for courses that meet specific core requirements. In the upcoming 14-16 catalog, students at UT-Austin will be required to take at least one course that carries each of the following flags:

- Cultural Diversity (courses under AFR 317D and AFR 374D automatically have this flag)
- Ethics and Leadership
- Global Cultures (courses under AFR 374C, AFR 374E, and AFR 372G automatically have this flag)
- Independent Inquiry
- Quantitative Reasoning
- Writing

You must apply for flags during the course scheduling process. The final due date is usually a week after the end of Chair’s Proof. The course scheduler will often contact faculty members individually about flags that might work best for their courses. The course scheduler can apply for flags for faculty if they do not have time.

**Unique number:**
This is the number given to a section of a course for each semester. This number is important for grading and administrative purposes. If your course is cross-listed, each section/cross-list will have its own unique number. An example of a unique number is 30300.

**University Core requirement:**
A core requirement is a type of course requirement that all students at UT-Austin, regardless of their major, must meet. These include:

- A UGS signature course (an AADS faculty member can propose a course to fulfill this requirement every semester)
- RHE 306
- E 316K
- Two government courses
- Two history courses (an AADS course can be proposed to fulfill this requirement every catalog production year)
- One Core Social & Behavioral Science (an AADS course can be proposed to fulfill this requirement every catalog production year)
- Core Mathematics
- Core Science & Technology, Part I (two courses in the same field)
Course Scheduling

- Core Science & Technology, Part II (one course in a different field)
- Core Visual & Performing Arts (an AADS course can be proposed to fulfill this requirement every catalog production year)

Upper-division course:
An upper-division (UD) course is an advanced topic in a niche area of Black Studies. Students are typically not able to take UD courses until they have 60 hours (or two full years of college), so these courses are more demanding than lower-division courses. AADS UD courses include “Rethinking Blackness”, “Sex and Power in the African Diaspora”, and “Black Men and Women”. Here are some of the upper-division stand-alone and topics courses that AADS is certified to teach:
AFR 372C: Topics in Critical Black Studies
AFR 372D: Topics in Black Education, Psychology, and Mental Health
AFR 372E: Topics in Black Popular Culture
AFR 372F: Topics in Blacks in Government, Law, and Policy
AFR 372G: Topics in African and African Diasporic Cultures and Languages
AFR 374C: Advanced Topics in African Studies
AFR 374D: Advanced Topics in Black United States Studies
AFR 374E: Advanced Topics in the African Diaspora
AFR 374F: Advanced Topics in Black Expressive Culture
AFR 375: Community Internship
AFR 376: Senior Seminar

XI. Undergraduate Information

Nia Crosley (current Undergraduate AFR advisor) advises AADS’ current 75 majors as well as students who are interested in becoming majors. The advisor also can add students into any seats that AADS controls during the registration process (both AADS home courses and the cross-listed sections in which AADS is the “guest”).

General Questions
Any questions about or from any undergraduate student can be directed to the AFR Undergraduate Advisor, who will work to direct the question to the appropriate answer.

Grade Disputes & Plagiarism
A faculty member should attempt to resolve all grade disputes with a student as much as is possible. If the student is not satisfied with the faculty member’s response, if the course is home for AADS, the AFR advisor is the next point of contact. The advisor will summarize the student’s situation and contact the AADS Associate Chair, who will consult both the student and the faculty member concerned. If the student is unsatisfied with the AADS Associate Chair’s response, the student can meet with the AADS Chair. If the student is unsatisfied with the AADS Chair’s response, the next step is to contact the Dean’s office in COLA. The advisor can guide students through each step of this process up to the Dean’s office.
Cases of plagiarism can involve Student Judicial Services, available through the Dean of Students at 512-471-2841.

**AFR Major Recruitment**

AFDS is interested in raising our number of majors and the number of students who take our classes. Our current number of majors is 75 majors, and our next goal is 115 majors. Faculty will be asked to assist the department in this endeavor, which may include being asked to go through a simple 3-minute power point in their course, passing out recruitment materials and/or making them available on the course’s Blackboard page, and allowing AADS student recruiters to make a 15-minute presentation in their course. The advisor is the contact person for any question, concern, or idea an AADS faculty member has about recruitment.

**Counseling and Mental Health Center (CMHC)**

UT-Austin has a Counseling and Mental Health Care Center (CMHC). Students can take advantage of their services for free or a small fee. The advisor can act as a referral tool for students in need in any AFR course. Judith Mitchell, MSSW is a Black woman who works with many of our students in her role as a Clinical Social Worker. For immediate issues, faculty, students, and staff are encouraged to contact the Behavioral Concerns Advice Line (BCAL) at 512-232-5050, and/or the UT-Austin Police at 512-471-4441.