

The following Social Work master calendar for UPC which is was adopted by the faculty on April 7, 2010. **Rationale:** Over the past several years, scheduling has become increasingly difficult at the School as a result of a lack of a coordinated schedule. Faculty and staff have often had to choose between attending two or more key meetings held at times that conflict with one another. In addition, scheduling of rooms has also become difficult, especially gaining access to rooms with video conferencing capabilities for meetings that require attendance of those in other academic centers. This master calendar attempts to minimize schedule conflicts.

Please note the following guidelines that pertain to the proposed master schedule:

1. Meetings/events have been categorized into four tiers.
2. The first two tiers represent mandatory meetings for all faculty who are members of the committee/event.
3. Committees have been assigned a “guaranteed” meeting time. This means that a time slot has been guaranteed for the committee that is not in conflict with other committees or meetings that members would be expected to attend.
4. Committees may hold meetings at other times, however if faculty have committee conflicts as a result of an “extra” meeting, they are expected to attend the committee conforming to the established schedule. That is, committees cannot expect members to attend “extra” meetings that are scheduled if they have another regularly scheduled meeting to attend.
5. Prioritization of meeting attendance is by tier. The lowered number tier meeting always takes precedence as long as it is a regularly scheduled meeting. This is meant to include candidate colloquia even though these are schedule on an as-needed basis.

#### Proposed Tiers

Tier 1: (Mandatory): Faculty Meeting, Faculty Council, CPRC, General Assembly (during orientation), Commencement, All School Day

Tier 2: (Mandatory): Sequence Meetings, Concentration Meetings, Doctoral Committee, Search Committee, Candidate Colloquia

Tier 3: Clinical/Tenure Line Meetings, Hamovitch, Admissions, Diversity, IT, etc. , Student Awards

Tier 4: (proposed) Celebration of the Heart, Roybal Center, Brown Bags, Meetings at other Academic Centers

Master Calendar – Final Version April 7, 2010 (Tiers 1, 2 & 3)

Week of the Month	Monday	Tuesday	Wednesday	Thursday	Friday				
1		8:00 -10:50	Classes	9-10:30 10:30-12:30	Work & Life Conc Family & Children Conc CPRC	8:00 - 10:50	Classes	8:00 - 10:50	Classes
		11:00 - 1:00	Colloquia As needed	12:30-2:00	Tenure Track Mtg Clinical Teaching Mtg	11:00 - 1:00	Colloquia As needed	11:00 - 1:00	Classes
		1:00-3:50	Classes	2:00-4:00	Faculty Meeting	1:00-3:50	Classes	1:00-3:50	Classes
		4:10-7:00	Classes	4:00-5:00	Diversity Committee	4:10-7:00	Classes		
2		8:00 -10:50	Classes	9-10:30 10:30-12:30	Research Seq Faculty Council	8:00 - 10:50	Classes	8:00 - 10:50	Classes
		11:00 - 1:00	Policy Seq	12:30-2:00	Doctoral Committee	11:00 - 1:00	Colloquia As needed	11:00 - 1:00	Classes
		1:00-3:50	Classes	2:00-3:30	Search Committee	1:00-3:50	Classes	1:00-3:50	Classes
		4:10-7:00	Classes	3:30-5:00	IT Committee	4:10-7:00	Classes		
3		8:00 -10:50	Classes	9-10:30 10:30-12:30	HBSE Seq CPRC	8:00 - 10:50	Classes	8:00 - 10:50	Classes
		11:00 - 1:00	Colloquia As needed	12:30-2:00	Mental Health Conc	11:00 - 1:00	Health Conc	11:00 - 1:00	Classes
		1:00-3:50	Classes	2:00-3:30	Hamovitch Academic Senate	1:00-3:50	Classes	1:00-3:50	Classes
		4:10-7:00	Classes	3:30-5:00	Academic Senate (til 4)	4:10-7:00	Classes		
4		8:00 -10:50	Classes	9-10:30 10:30-12:30	Practice Seq Copa Conc Faculty Council	8:00 - 10:50	Classes	8:00 - 10:50	Classes
		11:00 - 1:00	Colloquia As needed	12:30-2:00	Doctoral Committee Field Seq & Admin	11:00 - 1:00	Colloquia As needed	11:00 - 1:00	Classes
		1:00-3:50	Classes	2:00-3:30	Field Seq & Admin	1:00-3:50	Classes	1:00-3:50	Classes
		4:10-7:00	Classes	3:30-5:00		4:10-7:00	Classes		

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