

**BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION**

6.1506R

I. Title of Regulation

Posting of Faculty Names for Scheduled Courses

II. Objective of Regulation

To make students aware of faculty assignments to sections and courses.

III. Authority

Bylaws of the Board of Trustees, Section 1.3034(m)

IV. Regulation Statement

- A. The posting of names of faculty applies to Institute-sponsored courses only.
- B. Posting shall take place in Admissions and Records, in each of the four Student Development locations and at the College Commons.
- C. All sections assigned to full-time faculty as part of regular contract should be listed with faculty names.
- D. The work "staff" may be used for other sections.
- E. Process:
 - 1. When the Master Schedule material is submitted by the teams to the Institute Dean, the teams will provide the names of the faculty assigned to the various sections.
 - 2. The Deans will transmit this information to the Director of Admissions and Records not later than one week prior to the opening of each registration period.
 - 3. The Director of Admissions and Records is responsible for posting faculty names.
 - 4. As changes are made in faculty assignments, the teams will so indicate to the Institute Deans who will be responsible to inform the Director of Admissions and Records of such changes.
 - 5. Each posting notice will include the statement: SUBJECT TO CHANGE.

V. Responsibility for Implementation

Vice President for Educational Services

Approved: President
11/13/79
Effective: 1/1/80