

Using Brown's Multi-Year Planning Tool

The University asks departments and programs to plan their curriculum, staffing, and service several years in advance. The University has created a planning tool that is pre-filled with university-level service, the department can fill in course plans, limited departmental service (DGS, DUS), and advising.

Planning tool access: All chairs and managers have access to the tool. Additional faculty and staff can be provisioned upon request. To request additional access, please contact your school's faculty affairs office. In the DOF, contact Joel Revill directly.

The tool is available at: <https://three-year-planning.apps.brown.edu/roster>

The planning tool consists of four tabs; the purpose of each tab, and the actions that you can take as a chair or manager are described below. The tool is set to allow three years of planning, but additional semesters or years can be added upon request.

Rosters: The rosters tab shows the faculty affiliated with your unit.

Rosters Planning

2021-2022 Department of French Studies LOAD

1) Add a faculty member

ADD FACULTY REQUEST

Select a faculty member Select a term Select a break in service Add

2) Schedule a leave or departure

Faculty Member	2022	Fall 2022	Spring 2023	Fall 2023	Spring 2024
Faculty 1					
Faculty 2					
Faculty 3					

Sabbatical

New Lecturer [Edit/Delete]

Actions you can take with this tab:

1) Add faculty member. This option allows you to pencil in adjunct or visiting faculty or open searches that may result in new faculty in coming years. Adding a faculty member takes the form of a request (highlighted in pink) that will be approved by your Dean's

office (at which point the line will turn brown.) You may plan courses and advising for faculty even before they are approved.

2.) Schedule a sabbatical, leave, or departure. Faculty scheduled for sabbaticals or leaves will be unavailable for advising and service but will still be counted in the denominator for advising calculations. (Thirty percent of your regular faculty should be advising first years and thirty percent advising sophomores each year.) Faculty marked as "left Brown" will not be counted toward advising.

Service: This tab contains information on university-level service, set by the central administration, and department-level service, set by the academic unit.

Rosters Service Advisors Courses Departments Service Roles Years Roster Approvals Access Control

2021-2022 Department of French Studies LOAD

Service

Select a faculty member Select a term Select a role Add

1 & 2) Assign service roles and signal availability for university committee service

Faculty	Fall 2021	Spring 2022	Fall 2022	Spring 2023
Faculty 1				
Faculty 2	• Chair/Director	• Chair/Director		
Faculty 3				
	• Director of Undergraduate Studies	• Director of Undergraduate Studies		

New Lecturer

Actions you can take with this tab:

- 1) Assign the roles of DGS, DUS, and Associate DGS or Associate Chair.
- 2) Signal that a faculty member is available to be nominated for university-level departmental service. (The nominations committee requests that ten percent of your regular faculty be available in each year.)

Advisors: The advisors tab allows you to indicate faculty who will be advising first-years, sophomores, and concentrators. Information on advising will be shared with the office of the Dean of the College.

Rosters Service **Advisors** Courses Departments Service Roles Years Roster Approvals Access Cor

2021-2022 Department of French Studies

Advisor Planning

2021-2022

Name	FY 3.5/2.1	SOPH 2.1	CONC
Faculty 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faculty 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Lecturer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2) See whether you have met your thirty-percent advising requirement.

1) Assign faculty advising roles

Actions you can take with this tab:

- 1) Set advisors by switching the toggle-switch on or off for each faculty member and each semester.
- 2) See whether you have met your thirty-percent requirement for advising.

Courses: The courses tab allows you to plan your curriculum for several years.

Rosters Service Advisors **Courses** Departments Service Roles Years Roster Approvals Access Control

2021-2022

Course Planning

ADD COURSE

2021-2022 Academic Year
Name

2022-2023 Academic Year
Name

2023-2024 Academic Year
Name

Add a Course

Course:

Choose an existing course from the course catalog

Course Information:

Provide subject code, course number, and title for a course that is not in the catalog

Instructor:

Term:

SUBMIT **CANCEL**

1) Add a new course

2) Use the drop-down for existing courses

3) Enter course code, number and title for new courses

Actions you can take with this tab:

- 1) Click the "add course" button to add a course to your plan.
- 2) Choose courses, instructors, and terms from dropdown lists.
- 3) Plan for new courses by entering the code, number, and title of the class.