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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-2022</td>
<td>Department of French Studies</td>
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</tbody>
</table>

Roster Planning:

1) Add a faculty member

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

- Sabbatical
- Left Brown

2) Schedule a leave or departure

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
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.

**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.
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.

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.