

<b>Policy Name:</b>	Coordinated Timetabling: Principles, Rules & Responsibilities
<b>Originating/Responsible Department:</b>	Scheduling and Examinations Services (SES)
<b>Approval Authority:</b>	Vice-Presidents' Academic and Research Committee
<b>Date of Original Policy:</b>	January 2007
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<b>Contact:</b>	Vice-President (Students and Enrolment) and University Registrar

**Policy:**

Coordinated Timetabling Policies:

i) Principles of Timetabling, ii) Basic Rules of Timetabling and iii) Academic Timetable Responsibilities – Chairs and Directors.

These policies identify the overall key principles and rules that govern the Coordinated Timetabling Process in relation to the stakeholders and identify the Responsibilities of the Chairs and Directors as the designated “Academic Timetabler” for each department.

**Purpose:**

To ensure that there is consistency across the university in regards to the Coordinated Timetable process and that the optimal schedule is produced that meets the needs of the students and faculty, optimizes the space usage of classrooms while meeting the demand for course offerings.

**Scope:**

These policies apply to all University Faculties and Departments.

**Procedure:**

**i) Principles of Timetabling**

**Timetabling**

Definition:

A coordination of people, courses and physical space, within a defined period of time.

Principles:

An effective timetable involves adherence to the designated time scheme, meaning that:

- a) All courses held within the time period covered by the slot system should conform to the slot system.
- b) Instructors should honour the approved slot system by timely commencement and termination of classes.
- c) All slots are considered equally in the timetabling process.

## 1. People

### a. Instructor

#### Definition:

All those individuals that are instructors of record for a course.

#### Principles:

The timetable must not conflict with an instructor's other teaching assignments.

- Instructor requests relating to Carleton Human Rights Policy and Procedures will be accommodated up to the point of undue hardship to the University (Level 1). ***Please refer any questions regarding Accommodation obligations to Equity Services, <https://carleton.ca/equity/>.***
- Instructors with disabilities shall be accommodated in timetable matters up to the point of undue hardship for the University.
- All timetabling arrangements for Instructors must conform to the terms of the applicable collective agreement.
- To the extent to which it is possible and with the appropriate approvals, the pedagogical needs of a course, and the individual special circumstances of the instructor, should determine the type of time slot used or assigned. (see Academic Timetable Responsibilities – Chairs & Directors)

### b. Students

#### Definition:

Individuals enrolled in a course for credit, part-time or full-time.

#### Principles:

- The timetable should optimize space utilization so that we maximize the space available in courses to meet student demand.
- Students requiring special accommodations should be referred to the Paul Menton Centre at <http://www.carleton.ca/pmc/>
- To the extent to which it is possible, the timetable should facilitate the widest range of program and course selection for all students.
- The timetable will provide a designated amount of time to move between classes

### c. Teaching Assistants

**Definition:**

Individuals assigned as Teaching Assistants to a course.

**Principles:**

To the extent to which it is possible, the timetable should provide the ability for Teaching assistants to attend the undergraduate courses they are assigned to. In order to achieve this goal, selected graduate courses in which Teaching Assistants are likely to be enrolled in should be scheduled conflict free with the undergraduate courses.

**2. Course Selections:***Individual course sections***Core**

The timetable should avoid conflicts among required courses necessary for the completion of a specific year level of a program of study at Carleton University. The principle is of paramount importance and should supersede the attempt to avoid conflicts among elective courses.

**Elective**

Whenever possible, the timetable should facilitate the availability of the widest range of elective courses for students. It is understood, however, that the number of elective possibilities offered in any year makes this difficult to achieve.

**3. Physical Space**

To the extent to which it is possible, the inventory of physical space (i.e., class and lab space) and the classroom assignment process should meet pedagogical and health and safety needs of the course.

**4. Academic Units**

Academic Units are permitted to designate up to three consecutive hours, in accordance with approved University timeslot patterns, for collective non-teaching purposes (i.e. departmental meetings)

*\* Chairs/Director meetings are exempt from this policy*

**ii) Basic Rules of Timetabling**

Rules to apply in the scheduling process of an annual coordinated University timetable.

**1. Courses**

The following general parameters will be used to schedule courses:

- Courses will be booked in the normal teaching week, 8:30am to 10:00pm, Monday to Thursday and 8:30am to 5:30pm on Friday.
- Evening courses should be scheduled in a slot between 5:30pm and 10:00pm.
- Courses offered outside the normal teaching week or slot system cannot be scheduled using scheduling software and therefore, require specific times to be entered into the scheduling software. (This process is referred to as forced scheduling.) ***Requests for forced scheduling will be considered on a limited basis and must be requested by the Chair or Director, giving clearly articulated reasons for the request, to the university Timetable Committee for review. Only approved requests will be processed by the SES.***
- The scheduling process will attempt to optimize the use of academic teaching space using the course size and requirements, the room capacity and features, and preferred teaching space.
- Priority will be given to avoiding timetable conflicts between required, supporting or elective courses as identified by units from among their own offerings, as well as those identified by cross-unit consultations.
- The timetable should provide a minimum designated amount of time for movement of students between classes.

## 2. Instructors

The following general parameters will be used to schedule instructors when no other program or course requirements are established. These parameters may be changed at the request of the instructor and with approval of the Chair or Director (***Special Timetabling Arrangements Form is available with the Chair/Director***)

- Requests relating to Carleton Human Rights Policy and Procedures will be accommodated **up to the point of undue hardship** to the University (High). ***Please refer any questions regarding Accommodation obligations to Equity Services, <http://carleton.ca/equity/index.htm>***
- To the extent to which it is possible, a minimum of (12) twelve hours shall elapse between the completion of teaching one day and the commencement of teaching the next day.
- Normally, no block of teaching shall exceed (3) three hours
- Normally, teaching should not exceed six (6) hours in any day
- Normally, time elapsed from the beginning of the first teaching commitment to the end of the last teaching commitment on campus should not exceed nine (9) hours in any day
- All reasonable efforts will be made to accommodate the requests of instructors, as approved by the Academic Timetabler, concerning the scheduling of teaching based on category 1 or 2 priority requests.  
***\*please refer to Academic Timetable Responsibilities Chairs/Directors document.***
- Where possible, an instructor's preference concerning the scheduling of teaching will be accommodated. Unit heads must approve and communicate this information to the SES where required and appropriate (category 3 requests).  
***\*please refer to Academic Timetable Responsibilities Chairs/Directors document.***
- The number of Special Arrangements Requests will be kept to a minimum.

- Back to back classes are scheduled.

### **3. Students**

- Normally, time elapsed from the beginning of the first class to the end of the last class should not exceed (9) nine hours in any day.
- Where possible, students will be provided with a 30 minute break between 11:00 am and 2:00 pm for lunch.
- The timetable shall facilitate the widest range of course selections. For a conflict-free schedule, students are expected to request courses that are consistent with their degree program requirements.

### **4. Other**

#### **Administrative and Academic Meeting Times**

Units may request a period of time, in accordance with the slot system to a maximum of three hours and preferably outside the middle time band, in which no courses from that unit may be scheduled to allow for administrative and academic meetings, or special activities. (In the case of administrative meetings, the time may be moved to enable the scheduling of courses and departments will be informed accordingly)

#### **Fire Regulations, Enrolment and Room Capacity**

If a room is requested for a course that has a higher maximum enrolment than the seating capacity of the requested room, after consultation with the unit, the maximum enrolment will be changed to match the room capacity.

#### **Enrolment Change Requests**

Once the final timetable has been published, should a unit wish to allow more students to register in a course section over and above the existing enrolment maximum and assigned room capacity, units must first request and receive from the SES a new room assignment. This process must occur before the maximum enrolment of the course is increased and before additional students are allowed to register.

*NOTE: all requests to change a timetable, a room, or instructor constraints must adhere to the "Acceptable Changes to Timetable" policy, "Acceptable Changes to Rooms" policy and the "Special Timetable Arrangement Form" process.*

### iii) Academic Timetable Responsibilities – Chairs/Directors (or in some cases Associate Deans)

The Dean will designate responsibility for timetabling in each Faculty, hereafter, referred to as the Academic Timetabler. In most cases it will be the Chair or Director of each Academic Unit in the Faculty, but in some cases it will be the Associate Dean. As designated by the Dean, these individuals retain responsibility for timetabling tasks within their Academic Unit or Faculty. However, they may delegate some of the timetabling tasks. In cases where delegation occurs, the Scheduling and Examination Services (SES) will be informed.

- The Academic Timetabler will deal with all matters concerning timetabling tasks within the Academic Unit, with the Scheduling and Examination Services (SES).
- The Academic Timetabler will oversee the collection and analysis of the data required and will approve the instructor, course and room information to be submitted to the SES.
- The Academic Timetabler will receive and evaluate instructors' written, annual requests for special timetabling arrangements. These are over and above the preference that each faculty member will have, to declare a preferred teaching block. Documentation may be required to support a request. These requests are to be prioritized into three categories as described below:

#### **I. Category 1 (Legislative Requirements) – must accommodate**

Requests relating to Carleton Human Rights Policy and Procedures will be accommodated **up to the point of undue hardship** to the University. *Please refer any questions regarding Accommodation obligations to Equity Services, <https://carleton.ca/equity/>. Please refer any questions regarding accommodation obligations from other legislation to Human Resources.*

#### **II. Category 2 (Reported Circumstances) – will make all reasonable efforts to accommodate**

Requests of a serious nature such as, but not limited to:

- A medical condition that limits an individual's availability for the full teaching day.
- Other official academic responsibilities (academic responsibilities that have specific and regular scheduled commitments may request specific day or time).
- Other circumstances that would create considerable difficulties if not accommodated.

#### **III. Category 3 (Preferences) – may accommodate if possible**

- Due consideration will be given to all requests. However, the Academic Timetabler will strive to keep the number of Special Arrangements Requests forwarded to SES to a minimum. Decisions must be in accordance with applicable federal and provincial legislation and the CUASA Collective Agreement. The Academic Timetabler, with knowledge of local conditions, is expected to balance the competing demands of individual instructors and the Unit's obligation and responsibility to offer a timetable that meets the Unit's academic program needs and that best benefits students.
- The Academic Timetabler will attempt to resolve all conflicts informally.
- The Academic Timetabler will notify instructors where it is not possible to approve Special Timetabling Arrangement requests.

- The Academic Timetabler will submit accurate, complete and timely scheduling data to the SES on all course offerings. On an annual basis, the SES will inform all Academic Timetablers of the deadlines with regards to the production of the University timetable and will ensure adequate notice and timeframe. The SES will also request annually a listing of courses requiring conflict-free scheduling.
- The Academic Timetabler will review draft timetable(s) from the SES to ensure that the timetabling needs of the Unit or Faculty have been met and provide any final requests/feedback prior to release of the timetable to students.

### **Classroom Transition Time:**

#### **Definition:**

In order to ensure a smooth transition between classes, and to allow students enough time to travel between classes, clarity regarding the set-up and clean up of class materials is required. In general, course instructors have five minutes to set-up their course materials before they begin teaching and five minutes to clean up their course materials before the next class commences.

#### **Rule:**

1. Classes should start at 0:05 (five minutes) after the hour or at 0:35 (thirty-five minutes) after the hour.
2. Classes should finish at 0:55 (fifty-five minutes) after the hour or at 0:25 (twenty-five minutes) after the hour.
3. The new instructor will have access to the room on the hour (0:00) or on the half-hour (0:30) to set up their course material.

#### **Examples:**

1. Within the five minutes prior to the start of the class time (i.e. 10:00 am for a 10:05 am start time) the course instructor should set-up their teaching materials.
2. At the end of the class, the course instructor will have five minutes to clean up and exit the classroom to allow for the next course instructor to set-up their course materials. For example, a course instructor will finish lecturing at 11:25 am and leave the classroom by 11:30 am, leaving enough time for the next course instructor to set-up their class materials for an 11:35 am start.

#### **Contacts:**

Vice-President (Students and Enrolment) and University Registrar

Associate Registrar, Scheduling and Examination Services

#### **Links to related Policies:**

<https://carleton.ca/ses/content-timetabling-administrators/>