

# Carleton University 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 selections within each Faculty
- The timetable will provide a designated amount of time to move between classes.

### c. Teaching Assistant

**Definition:**

All those individuals that are 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, to the extent that it is possible, 1 or more slots for collective non-teaching purposes.

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