Special Timetabling Arrangements

Departmental Timetabling Coordinators collect STA information from instructors. Using the STA data collection form is recommended, but not mandatory and the form does not need to be signed by the Chair or sent to SES. We suggest that the form is emailed to instructors; they complete the form and return it to the Departmental Timetabling Coordinator.

STA Data collection form

When an instructor makes an STA request, the Departmental Timetabling Coordinator contacts the Chair to assign an appropriate category to the request.

- **Category 1 (Legislative Requirements):** Carleton Human Rights Policy
- **Category 2 (Reported Circumstances):** A medical condition not covered by Category 1
- **Family/personal issues of a serious nature, other official academic responsibilities**
- **Category 3 (May Accommodate):** Category 3 requests will be considered and will be accommodated if possible

Then the Departmental Timetabling Coordinator enters the STA information, including the assigned category, into the DCU.

Note that STA requests did NOT roll over from the year before.
How to enter STA information into the DCU:

1. Click on the Instructors button in the navigation panel, select your department.
2. Click on the last name of the instructor in the navigation panel
3. Scroll down to Instructor Unavailabilities
4. Click on
5. Choose the professor’s unavailability type (C1, C2 or C3) and the term for the STA. The system will ask you if you wish to update the start and the end dates of the period when the instructor is unavailable. Click OK. Enter the day and the “start” and “end” times. Click Save.

STA summary report:

When all STA requests for the department are entered into the DCU, the Departmental Timetabling Coordinator prints an STA requests summary report. The report, signed by the
Chair, should be sent to SES via interoffice mail no later than February 1, 2017. SES will not begin work on the instructor’s availability constraint until this document has been received.

Note that for cross-appointed instructors, it is sufficient to have the signature of only one Chair. Please send a copy of the signed summary report to the Chair of the other department.

STA summary report:

1) Click on the Instructors button in the Navigation Panel; select your department

2) Under Instructor List select Show All (top right corner)

3) and check the Expanded View check box

4) Click on Printer Friendly Version; a printer friendly version of the report will open in a new window.

5) Right click and select Print

6) Click on Preferences

7) Select Landscape orientation. The report is easier to read if paper size is Legal (8 1/2x14). Select Paper size = 8 1/2x14.
8) Press OK and then Print.

Get this report signed by your chair and send to SES via interoffice mail no later than February 2, 2018.