Special Timetabling Arrangement (STA) Requests

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 Departmental Timetabling Coordinator emails the form to instructors; they complete the form and email it back to the Departmental Timetabling Coordinator. The form is here: <u>https://i.carleton.ca/kb-sess/timetabling/</u>.

When <u>all</u> STA requests for the department are entered in DCU, the Departmental Timetabling Coordinator runs a **summary** report (see the instructions below) and emails the PDF document to <u>timetabling@carleton.ca</u> no later than January 29, 2024. Cc your Chair/Director on the email (it will serve as their signature). 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.

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,

Examples of STA requests with appropriate categories are here: https://carleton.ca/ses/timetabling/examples-of-special-timetable-arrangements/.

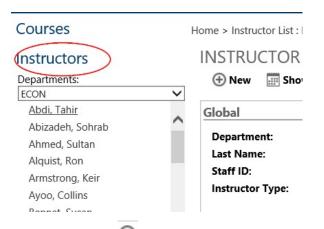
Then the Departmental Timetabling Coordinator enters the STA information, including the assigned category, into DCU.

Note:

- STA requests did NOT roll over from last year.
- Requests of preference nature should <u>not</u> be submitted as STA. Use AM/PM preferences instead.

Instructions on how to enter STA information into the DCU:

- 1. Click on the Instructors button in the navigation panel and select your department.
- 2. Click on the name of the instructor. Scroll down to Instructor Unavailabilities.



3. Click on 🕀 under Instructor Unavailabilities.

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Choose the professor's Unavailability Type (C1, C2 or C3) and the term for the STA. Enter the day and the "start" and "end" times. Click Save. **Repeat the step for all timeslots in both terms** when the instructor is not available to teach.

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When <u>all</u> STA requests for the department are entered in DCU, run an 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. Check the Expanded View box.
- 4. Click on Printer Friendly Version (you may have to scroll horizontally); a printer friendly version of the report will open in a new window.

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5. When the printer friendly version opens, click on **Print this page**.

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6. Select Microsoft Print to PDF and Landscape orientation. Select Legal Paper Size. Click

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∧ Hide Folders

Attach the file to an email and send the email to <u>timetabling@carleton.ca</u> (cc your Chair or **Director**) no later than January 29, 2024.

Save Cancel