

Timetable Policies and Procedures Guidelines

(approved by Senate, March 15, 2006, amended January 23, 2013)

Introduction

This document sets out the policies and procedures required to create an academic timetable. These are aimed to ensure that the structure of the timetable maintains the integrity of academic programs while endeavoring to match program requirements with the needs of students to plan their course sequence throughout their degree program. Timetabling and room allocations shall be coordinated to achieve efficient use of teaching resources and program delivery.

1. Class Timetabling Policies and Procedures

- 1.1 Students, program delivery, and the provisions of the Faculty Collective Agreement will be of paramount importance when constructing and considering changes to the Timetable.
- 1.2 Students enrolled in a degree program should be able to register for program course requirements, should be able to take combinations of required and recommended courses and should have a selection of electives from which to choose.
- 1.3 Classes should be scheduled so as best to utilize equitably teaching resources, teaching staff and facilities.
 - As far as possible, classes should be spread evenly over a full week
 - In some instances, it may be necessary to provide an additional course section to accommodate a larger than expected enrolment. No two sections of the same course shall be scheduled at the same time unless requested by the department or program.
 - The decision to provide an additional course section will be by consultation of the Department Head with and approval of the appropriate Academic Dean(s)
 - Classes for full-year courses are to be scheduled for the same time in the fall and winter terms
- 1.4 Courses that have not received prior Senate approval will not be timetabled.
- 1.5 Core teaching hours are Monday to Friday between the hours of 8:30 am to 5:30 pm
Courses offered in the evenings or during the Spring/Summer term are excluded from this restriction.
- 1.6 The following conditions may also apply:
 - Evening classes may be scheduled where required upon request of the department (course specific, per Faculty advice only, with approval of the appropriate Academic Dean)
 - Part-time teaching staff will only be scheduled during the times when they are available to teach
 - Full-time Faculty may be scheduled to teach at any time between 8:30 am to 5:30 pm, Monday to Friday
 - Full-time Faculty with regularly scheduled university commitments, with approval by their Academic Dean, may not be able to teach at certain specific times

- with the exception of laboratories, seminars and tutorials, faculty members will normally not be required to teach two classes consecutively
- 1.7 The list of course offerings for the forthcoming academic period will be published at a time, and in a manner, which permits all students to be informed of the available courses when selecting the courses in which to enrol.
 - 1.8 Changes to the timetable after the FINAL publication must be kept to a minimum as students make enrolment decisions that best fit their academic interests. Adding or deleting a course listed on the Timetable after publication requires approval of the appropriate Academic Dean. Other changes will ONLY be considered under the following conditions (approval of the appropriate Academic Dean is required in all circumstances):
 - enrolment numbers increase beyond the capacity of the allocated venue
 - an allocated venue does not provide the requested audio visual needs or other specialized equipment or classroom configuration (e.g. movable chairs/tables as opposed to fixed seating)
 - unavoidable, extraordinary circumstances require reallocation of teaching assignments

2. Scheduling Priority Guidelines

- 2.1 Scheduling priorities shall be determined in accordance with Class Timetabling Policies and Procedures and information collected through the Timetable Data Collection form.
- 2.2 As a general rule, the timetable template approved by Senate will be used.
- 2.3. Activities that have preset resource requirements are given priority over those which have occasional resource requirements.
- 2.4 Specialist or dedicated teaching space (specialized equipment and classroom configurations) will be preset for courses requiring designated facilities. (e.g. Music, Fine Arts courses, science labs) Space for courses that do not require designated facilities will be allocated to faculty within their own building if possible.
- 2.5 Tutorials, language labs, music ensembles will not normally be scheduled until the timetable is settled.