

## CLASS SCHEDULING

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<b>POLICY NUMBER</b>	<b>BRD 14-1</b>
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<b>PREVIOUS AMENDMENT</b>	<b>REVISED 2014</b>
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<b>AUTHORITY</b>	<b>BOARD OR GOVERNORS</b>
<b>PRIMARY CONTACT</b>	<b>PROVOST AND VICE-PRESIDENT ACADEMIC</b>

### **POLICY**

This policy is intended to enable a course schedule that facilitates an environment responsive to the needs of learners and make the most efficient and effective use of the instructional day and the available classroom space. Grounded in our Academic Plan as a learner-centered institution, an effective course schedule facilitates learning and maximizes access for students. Recognizing the breadth of instructional strategies and supporting of our teaching and research mission, a class schedule policy ensures consistent practice as well as aligning class and room size. This policy provides principles and procedures ensuring an effective course schedule.

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### **REGULATIONS**

#### **I. PRINCIPLES**

Class scheduling will be consistent with the following principles:

- A. The University normally operates scheduled classes Monday to Friday.

Instructional hours are defined as:

Monday to Thursday 8:30 – 21:50 and Friday 8:30 – 17:20

Daytime hours are defined as 8:30 to 17:20

Evening hours are defined as 17:30 to 21:50

When applicable, Saturday hours are defined as 8:30 to 18:20

- Scheduling will place a priority on enabling students to reach their educational goals, reflect optimal access for students in terms of course availability and timely completion of programs. Programs with core courses should have those courses scheduled in a manner that is accessible to its students.

- Pedagogical principles are of importance when constructing the schedule of courses. This policy recognizes that appropriate pedagogy may require different class durations and meeting patterns depending on the discipline and level at which a particular course is taught.
  - Whenever possible, faculty members will not be required to teach courses continuously for more than three hours. As well, whenever possible, faculty members will not be required to teach more than two different courses in a row.
  - Whenever possible, a two-hour block during instructional hours will be made available for meetings at the department or division/school level, to be determined by each department/ division/school, as appropriate.
  - Faculty Senate members will, as best possible, be accommodated to enable attendance at Senate meetings.
- B. The University will endeavour to schedule in order to allow faculty members to engage in teaching, scholarly activity and service.

## II. PROCEDURES

- A. Courses that have not received Senate approval will not be scheduled.
- B. Academic units are expected to coordinate course offerings to:
- Accommodate requirements across programs and related disciplines.
  - Initiate service course requests with the relevant department at least two weeks prior to the deadline for submission of the initial course offerings to the Registrar's Office.
  - Chairs will provide the initial course offerings to the Registrar's Office by the identified deadline. It is the Chair's responsibility to obtain Dean's approval, as required.
  - Requests for non-standard timetabling patterns must be approved by the Provost & Vice-President Academic or designate.
  - Changes to the course and/or section offerings (including course cancellations), timetable and capacities after publication of the schedule must be approved by the Dean. Requests for instructor and room changes may be initiated by the chair, without approval by the Dean.
- C. Classes should be scheduled as to best utilize teaching resources and classroom facilities. The general principle for timetabling is the use of the following standard meeting patterns for courses.

Every effort will be made to equally distribute classes across all days of the week. The University will ensure no more than 75% of classes are scheduled during peak times (8:30 to 14:30).

- Time blocks will be applied in a consistent and equitable manner across departments and faculties/schools
- The following guidelines will be used for establishing time patterns:
  - Durations of classes can be: 1, 1.5, 2, or 3 hours
  - The frequency can be: 1, 2, 3, 4, or 5 times a week
  - If only offered two times per week, may not be on consecutive days of the week
  - Durations of 1 or 2 hours begin on the half hour
  - Durations of 3 hour begin at 8:30, 11:30, 14:30, 17:30, 18:00, 18:30, or 19:00
  - Durations of 1.5 hours begin at 8:30, 10:00, 11:30, 13:00, 14:30, 16:00, 17:30, or 19:00. The 20:30 time slot will only be scheduled if necessary.
  - Due to statutory holidays, there will be no classes 170 minutes or longer scheduled on Mondays
  - Full-year courses will be scheduled at the same time for both semesters

D. Room allocations will be applied in a consistent and equitable manner across departments and faculties/schools.

- Larger classes, with a capacity equal or greater than 50, may be scheduled first.
- Classrooms will be allocated to match anticipated course enrolments (section capacities).
- Semester-based courses will be scheduled before ad hoc bookings. Classes scheduled for three or more hours will normally include a 15 minute break
- Classes may be re-assigned to best utilize overall campus space.
- All classrooms will be scheduled by the Registrar's Office unless special requirements are needed and are approved by the Space Allocations Committee (designated special purpose rooms). Approved courses/programs will be given priority scheduling in special purpose rooms.

#### E. Faculty Accommodation Guidelines

The following provides general guidelines for accommodating special scheduling requests from Faculty members. A supporting document outlining examples within each category can be found on the APPC Web site <http://www.tru.ca/senate/committees/appc.html>.

**Tier 1: Legislative & Legal Requirements:** These requirements will be treated as mandatory requirements that scheduling must accommodate.

**Tier 2: Institutional Approved Requirement:** These requirements will be treated as mandatory; however, the requirement can be altered with manual intervention if necessary.

**Tier 3: Personal/Professional Requests:** These requests will be accommodated when possible. The request will automatically be altered as needed.

### III. ANNUAL SCHEDULING GUIDELINE DATES

1. Early -October: Deans and Chairs prepare the course offerings for the following summer, fall and winter terms.
2. Early November: Course offering data is entered.
3. Early December : Registrar's Office verifies data and begins to build the schedule.
4. Mid-February: A draft of the schedule is provided to Deans/Chairs for review and to resolve and issues.
5. First week of March: Schedule finalized and available to students and Campus Community online.
6. Changes to the course and/or section offerings including course cancellations, timetable and capacities, after publication of the schedule, must be approved by the Dean. After the schedule is published, instructor changes are made by the Dean's office. Chairs may request room changes by emailing the request to: [schedulechanges@tru.ca](mailto:schedulechanges@tru.ca).

After the schedule is published, all schedule changes must be submitted by the appropriate Dean for approval to the Provost & Vice-President Academic or designate who will submit approval or denial to [schedulechanges@tru.ca](mailto:schedulechanges@tru.ca)