

## TIMETABLING PROCEDURES

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### 1. OVERVIEW

These procedures support the Timetabling Policy and should be read in conjunction with it. These procedures describe the mandatory process for the development, implementation and ongoing management of the University Timetable. There is also a separate set of procedures describing the roles and responsibilities of staff involved in Timetabling.

### 2. SCOPE

These procedures apply to all University staff involved in the Timetabling process and to those who use the Timetable System, either directly or via the [room booking system](#).

### 3. SCHEDULING TEACHING ACTIVITIES AND NON-TEACHING ACTIVITIES

- a) All Teaching Activities will be managed through and recorded in the Timetable System. No Teaching Activities will be created via any other booking system or ad hoc booking.
- b) All Non-Teaching Activities requiring the allocation of Teaching Spaces will be scheduled using the Timetable System. All Non-Teaching Activities require the approval of the relevant Executive Manager (or delegate) before a booking can be requested or approved.
- c) Teaching Activities will normally be scheduled during the teaching hours of 8am to 6pm Monday to Friday. It is assumed that all teaching staff are available during these teaching hours unless they are employed on a part-time basis, or where a variation has been approved to their hours of availability due to their personal circumstances or caring responsibilities by the Head of School.
- d) Teaching Activities may be scheduled on weekends or on weekdays between 6pm and 10pm if they are clearly identified as taking place at such times in the Published Timetable and provided that they are scheduled in accordance with the University of Adelaide Enterprise Agreement currently in place.
- e) Teaching Activities will normally be scheduled in full hour periods, or multiples thereof, and published to commence at 10 minutes past the hour. All Teaching Activities will cease on the hour to enable subsequent Teaching Activities to commence on time and to take account of the time necessary for travel across and between campuses.
- f) Timetabling will, as far as practicable, ensure an appropriate pedagogical spread of class times across the week, and will where possible aim to restrict the scheduling of Teaching Activities to a maximum of 4 consecutive hours for both teaching staff and students.

- g) Teaching Activities will, where possible, be scheduled with a view to minimising the requirement for teaching staff and students to attend Teaching Activities that start early and finish late on the same day, or finish late and then start early on the following day.
- h) Teaching Activities will be scheduled to produce manageable teaching patterns for teaching staff and allow appropriate time for other activities such as research, administration and postgraduate supervision.
- i) Teaching Activities will be scheduled at times and in Teaching Spaces that ensure that students:
  - i. have clash-free pathways to allow them to enrol in and attend core courses in order to satisfy academic program rules;
  - ii. are able to complete elective course combinations that are specified by academic program rules in order to fulfil the requirements of the award.
- j) Teaching Activities that are taught intensively or semi-intensively will, where possible, be scheduled so that they do not clash with other intensive or semi-intensive Teaching Activities in the same program.

#### **4. TEACHING SPACES**

- a) Teaching Spaces may be General Purpose Facilities, Specialist Facilities or External Facilities and will be categorised as such by the Infrastructure Branch in accordance with industry standards and guidelines and in consultation with faculties.
- b) All General Purpose Facilities and Specialist Facilities will be registered in the Timetable System. It is desirable for External Facilities to be registered in the Timetable System and faculties are strongly encouraged to do so.
- c) Teaching Spaces will:
  - i. have a maximum capacity set by the Infrastructure Branch consistent with public safety and access requirements as specified in the TEFMA Guidelines, and an optimum capacity consistent with the general purpose for which the room is normally used;
  - ii. have room suitabilities allocated to them by the Infrastructure Branch which will indicate the nature of the Teaching Space, the pedagogic possibilities and the teaching equipment available.
- d) All Teaching Activities will be timetabled within the Timetable System regardless of whether they take place in General Purpose Facilities, Specialist Facilities or External Facilities.
- e) Teaching Spaces will be allocated in accordance with the following scheduling priorities which are set out in decreasing priority order:
  - i. Priority will be given to Teaching Activities in which a student or staff member has a disability necessitating particular arrangements or reasonable adjustments.
  - ii. Teaching Activities will take priority over Non-Teaching Activities unless the Non-Teaching Activity has been approved as a high strategic priority by the Deputy Vice-Chancellor and Vice-President (Academic).
  - iii. Programs, courses or individual initiatives approved as high priority by the Deputy Vice Chancellor and Vice-President (Academic) may, from time to time, be given priority in the Timetabling process.

- iv. All Teaching Activities will be scheduled before any Non-Teaching Activities with exceptions as specified in 4e i) and 4e ii) above.
  - v. Teaching Space suitabilities will, wherever possible, be matched to the pedagogical approach of the Teaching Activity (e.g. Lectures will be scheduled in lecture theatres).
  - vi. Teaching Activities that routinely have the largest number of students enrolled will take priority over those which have a smaller number of students enrolled.
  - vii. Teaching Activities of longer hourly durations will take priority over Teaching Activities of a shorter duration.
  - viii. Non-repeated Teaching Activities will take priority over repeated Teaching Activities.
  - ix. Teaching Activities that require access to Specialist Equipment will have priority of access to Teaching Spaces that contain such Specialist Equipment.
  - x. Lectures will have priority of access to Teaching Spaces that contain lecture recording technology.
  - xi. Teaching Activities that require the simultaneous booking of more than one Teaching Space in close proximity to each other will take priority over those that do not.
  - xii. Approved auxiliary Teaching Activities including but not limited to Peer Assisted Study Sessions (PASS) will take priority over Non-Teaching Activities.
  - xiii. The University's requirements for the use of Teaching Spaces take precedence over their use by external persons, groups or bodies.
  - xiv. There is no entitlement to the allocation of a particular Teaching Space based on historical usage or proximity to staff location.
- f) All external persons, groups or bodies who wish to book Teaching Spaces for Non-Teaching Activities shall do so in consultation with the University Timetable Coordinator.
  - g) Any Non-Teaching Activities occurring in Teaching Spaces during a Term will be deemed to be provisional bookings which can be cancelled at any time with the approval of the relevant Executive Manager (or delegate) or by the area that made or is responsible for the original booking.

## **5. BUILDING THE TIMETABLE**

- a) Executive Deans will be responsible for the timely delivery of accurate information on the Teaching Activities in their faculty required to build the Timetable.
- b) Faculties will carry out the Base Timetable Data Activities required by the Timetabling Guidelines within the prescribed timeframes;
- c) The University Timetable Coordinator will ensure the Provisional Timetable is built in accordance with the Timetabling Guidelines.

- d) The Provisional Timetable will be made available to University staff at least 4 weeks before the Published Timetable is made available on 1 December in each year.
- e) Faculties will ensure that the Provisional Timetable is accurate and that:
  - i. intensive or irregular Teaching Activities do not fall on public holidays;
  - ii. adequate provisions have been made for all Course Offerings;
  - iii. all Teaching Activities have been entered correctly;
  - iv. all required resources are allocated and available (e.g. location and equipment);
  - v. all amendments are made before 1 December in each year.
- f) Approved auxiliary Teaching Activities including PASS will be scheduled immediately after the release of the Provisional Timetable.
- h) A single University Timetable will be published on the University's website no later than 1 December in each year to ensure students have access to and are informed of the Timetable when selecting courses in which to enrol.
- i) Timetable rollover from one year to the next will be strictly limited to the Critical Activity Group for which there is a strong justification to keep the Teaching Activity in the same Teaching Space and/or at the same time. The Critical Activity Group will be reviewed and adjusted each year by the University Timetable Committee. For all other Teaching Activities, the Timetable will be built anew each year.
- j) Conflicts arising from the application of the scheduling priorities in 4e above or any other timetabling decisions will be dealt with initially via communication between the relevant faculties and/or the University Timetable Coordinator. Where a satisfactory resolution cannot be found the matter will be referred to the University Timetable Committee whose decision will be final.

## **6. CHANGES TO THE PUBLISHED TIMETABLE**

- a) Changes to the Published Timetable will be kept to a strict minimum.
- b) The University recognises that in some instances changes to the Published Timetable will be unavoidable. Changes may be permitted where they are required as a result of an unexpected occurrence such as:
  - i. staffing changes;
  - ii. the Teaching Space is identified as unsafe or emergency maintenance is required;
  - iii. enrolment fluctuations requiring additional Teaching Activities or cancellation of Teaching Activities;
  - iv. a Teaching Activity being deemed no longer viable;
  - v. particular arrangements or reasonable adjustments are required for a student under an Access Plan or staff member who has a disability;
  - vi. pedagogical requirements that were unforeseeable prior to the publication of the timetable.
- c) All changes to the Published Timetable must be approved by the relevant Executive Dean (or delegate) unless they relate to a change in delivery mode (e.g. from face-to-face to online) which results in the cancellation of the use of a Teaching Space.
- d) To make a change to the Published Timetable, a written request must be submitted to the relevant Executive Dean (or delegate) who will only approve the change if it is

required for one of the reasons set out in 6b above and is not contrary to the Policy Principles.

- e) Once approved, the change must be submitted to faculty timetabling staff in order that the change can be made to the Published Timetable.
- f) All Teaching Activities that require changes will have Teaching Spaces allocated to them in accordance with the priorities set out at 4e above but will not receive priority over unchanged Teaching Activities even if they would normally have ranked higher in the priority order.
- g) Once the change to the Published Timetable has been made, the Course Coordinator (or delegate) will ensure that all affected students and teaching staff are immediately informed of the change by email to their University email account. Students and staff are not affected if enrolments have not yet opened.
- h) If the change leads to a clash in a student's Timetable the faculty will, on request, provide advice and assistance to the student on the various options available to them.
- i) If the change is made within 5 working days of when the Teaching Activity is/was scheduled to occur, the faculty will place a sign at the location by the time the Teaching Activity is/was due to commence informing students of the change. The sign must be removed immediately after the Teaching Activity was to have taken place.
- j) Documentation relating to approved changes to the Published Timetable will be retained by the faculty and will be made available on request by the University Timetable Coordinator, the University Timetable Committee or the Deputy Vice-Chancellor and Vice-President (Academic) (or delegate).

## **7. MONITORING AND REVIEW**

- a) Faculties will review enrolments on the commencement of teaching and will delete Teaching Activities from the Timetable System and PeopleSoft (Schedule of Classes) where the Teaching Space is no longer required or is not being used by the relevant Term Census Date.
- b) Faculties will review actual enrolments against the current year's estimated enrolment totals in Course Catalogue and note any changes required to Course Catalogue for the next timetable cycle.
- c) Where Teaching Spaces are allocated in the Timetable and found to be unused the Teaching Activity will be deleted from the Timetable by the University Timetable Coordinator.