

TIMETABLING PROCEDURES: ROLES & RESPONSIBILITIES

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1. OVERVIEW

These procedures support the Timetabling Policy and the Timetabling Procedures and should be read in conjunction with them. These procedures describe the roles and responsibilities of those involved with the development, implementation and ongoing management of the University Timetable.

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. FACULTY RESPONSIBILITIES

- a) Each faculty will appoint appropriate staff to perform the tasks associated with, and assume responsibility for, Timetabling within the faculty.
- b) Faculties will collaborate with each other when Timetabling, making changes to the Published Timetable and resolving issues where a course is:
 - i. Offered in a double degree taught by more than one faculty;
 - ii. A merged course in programs delivered by more than one faculty; or
 - iii. Part of a shared teaching arrangement.

4. UNIVERSITY TIMETABLE COORDINATOR

Responsibilities of the University Timetable Coordinator include but are not limited to:

- a) Configuring the Timetable System each year;
- b) Reviewing and managing the scheduling and timetabling process and addressing any issues that arise from or impact on those processes;
- c) Creating a new timetable database by 1 August each year;
- d) Ranking Teaching Activities in accordance with the priorities set out in the Timetabling Procedures;
- e) Ensuring that Teaching Activities that are taught intensively or semi-intensively are where possible, scheduled so that they do not clash with other intensive or semi-intensive Teaching Activities in the same program;
- f) Coordinating the Provisional Timetable and making it available to staff on the prescribed day;

- g) Ensuring the Published Timetable is available on the prescribed day;
- h) Providing support and training to faculty timetabling staff as required;
- i) Making changes to the Published Timetable (in consultation with the relevant faculty) where Teaching Activities or Non-Teaching Activities have been scheduled in breach of the Timetable Policy or these procedures or where there is a requirement to do so (e.g. in accordance with Occupational Health & Safety requirements).

5. TIMETABLING STAFF

Timetabling staff will be appointed in each faculty. Their responsibilities include but are not limited to:

- a) Providing support, advice and timely information to the faculty regarding Timetabling;
- b) Entering required course component details into Course Catalogue and the Timetable System within prescribed timeframes;
- c) Analysing the Provisional Timetable, in conjunction with other relevant faculty staff, for errors, appropriateness and quality;
- d) Working collaboratively with other faculties to meet the timetabling requirements of the wider University community;
- e) Attempting to resolve issues and conflicts within the faculty and with other faculties regarding the Provisional Timetable or Published Timetable;
- f) Coordinating requests for changes to the Published Timetable and submitting them for approval and maintaining auditable records of approved changes and communicating approved changes to Course Coordinators;
- g) Liaising with the University Timetable Coordinator where appropriate;
- h) Attending appropriate training and information sessions to keep up to date with changes to Timetabling practices and processes;
- i) Assisting staff from PASS to timetable auxiliary Teaching Activities associated with specific courses in the Timetable System.

6. COURSE COORDINATORS

Responsibilities of the Course Coordinators include but are not limited to:

- a) Providing specific timetable requirements to faculty timetabling staff for each course in a timely manner;
- b) Receiving and processing requests from teaching staff for reasonable adjustments in relation to disabilities of staff or students;
- c) Checking the Provisional Timetable for accuracy;
- d) Ensuring that faculty timetabling staff are notified of any Teaching Space not being used by the faculty at the times allocated to it in the Published Timetable;
- e) Informing faculty timetabling staff when Teaching Activities have to be amended in the Published Timetable;
- f) Notifying students of changes to the Published Timetable within the prescribed timeframes.

7. TEACHING STAFF

Responsibilities of the teaching staff include but are not limited to:

- a) Ensuring that any request for a variation to the weekday teaching hours of 8am to 6pm Monday to Friday due to their personal circumstances or carer responsibilities is submitted to the relevant Head of School in accordance with the Timetabling Guidelines.
- b) Notifying Course Coordinators of any issues affecting the scheduling of their individual Teaching Activities including any disability that requires access needs or personal or carer responsibilities that have an approved exemption from standard teaching hours;
- c) Checking individual timetables after the release of the Provisional Timetable and reporting any issues or concerns to the Course Coordinator and faculty timetabling staff before the end of the allocated review period;
- d) Ensuring that Teaching Spaces are left as clean and tidy as they were found and notifying Campus Services of any issues with equipment or furniture;
- e) Ensuring that Teaching Activities are completed on time in accordance with the Published Timetable so that the next class may commence on time.

8. HEADS OF SCHOOL

Responsibilities of the Head of School include but are not limited to actioning requests for variations to teaching hours of 8am to 6pm in accordance with the Timetabling Guidelines.

9. UNIVERSITY TIMETABLE COMMITTEE

- a) The University Timetable Committee will have the following minimum composition:
 - i. Executive Director, Division of the Vice-Chancellor and Vice-President (Academic) as Chair;
 - ii. At least one Associate Dean (Learning & Teaching);
 - iii. A Faculty Manager from each Faculty;
 - iv. At least one staff member from the Infrastructure Branch;
 - v. At least one staff member from Information & Technology Services;
 - vi. The University Timetable Coordinator;
 - vii. A professional staff member from the Division of the Vice-Chancellor and Vice-President (Academic) as Executive Officer.
- b) The University Timetable Committee's core functions will be:
 - i. to ensure that the Timetabling Principles are met;
 - ii. to approve the Teaching Activities listed in the Critical Activity Group each year;
 - iii. to facilitate collaboration and sharing of best practice across faculties;
 - iv. to resolve conflicts; and
 - v. to oversee the annual review and evaluation of the Timetabling process.
- c) The University Timetable Committee shall report to the University Education Committee at least once in each calendar year.