



## **UNIVERSITY ACADEMIC TIMETABLE PRINCIPLES AND PROCEDURES**

### **PURPOSE**

These Principles and Procedures provide a framework for the use of a centrally-supported, computer- assisted process for establishing the timetable of teaching activities within the University and for allocation of appropriate space on the University campuses to these activities. The Procedures and Guidelines apply to all teaching facilities.

### **PRINCIPLES AND PROCEDURES**

#### **1.0 Hours of Teaching**

1.1 Standard University Teaching Hours are between 8 am – 9.30 pm, Monday to Friday and core teaching hours (“core hours”) are between 8 am – 6 pm during University Teaching Periods.

1.2 Timetabled teaching may occur outside standard hours by negotiation or if requested.

#### **2.0 Staff and Student Needs**

2.1 Class scheduling will recognise the University’s commitment to enhance the academic experience.

2.2 The University will seek to schedule classes at times that maximise student attendance and effective participation.

2.3 Class scheduling will ensure that where compulsory papers are taught in streams, at least one stream of lectures will be scheduled in core hours.

2.4 Consideration will be given to the needs of staff with disabilities and medical requirements.

2.5 Class scheduling will take account of the need for all students to be provided with a reasonable range of class times in core hours where possible.

2.6 Class scheduling will minimise the need for inter-campus movement of staff and students during a given day

2.7 Class scheduling will seek to minimise intra-campus movement of staff and students.

2.8 The requirements of students and staff whose programmes and teaching activities involve off-campus activities will be accommodated.

2.9 The University will use its best endeavours to ensure that timetables are published by mid-October in each preceding year to enable staff and students to make informed decisions on teaching commitments and study options, and to make necessary personal arrangements.

#### **3.0 Academic Staff Availability**

3.1 The reasonable needs of academic staff will be accommodated in university-wide timetabling on an equitable basis. Subject to the constraints in 3.2-3.5 full-time staff members are expected to be available to teach during standard hours within the requirements of the collective agreement.

3.2 The primary responsibility for determining whether constraints apply rests with Academic Heads. Where possible, questions of availability will be settled through discussion between staff members and their Academic Heads. Unresolved matters will be subject to final determination by Deans.

3.3 In order to protect the research time of eligible staff members during teaching periods, eligible full-time staff will be assigned at least one complete day or two half days each week free of teaching. The timing of research periods will be determined by timetable requirements.

3.4 When determining availability for teaching, Academic Heads should, within operational constraints, consider the needs of staff with significant caring responsibilities, disabilities and medical requirements.

3.5 When determining availability for teaching, Academic Heads may, within operational constraints, take account of significant administrative responsibilities.

#### **4.0 Timetabled Teaching Space**

4.1 All University spaces used for teaching activities, including all specialist space, will be recorded in the Syllabus Plus timetable system. Bookings made in this system will over-ride any other bookings or arrangements.

4.2 In any given year, the university's academic timetable will take precedence. This will be achieved by prioritising bookings as follows:

<b>Type of booking</b>	<b>Notes</b>
Academic Bookings	Automatic scheduling of the university timetable is done automatically until publication in October
Examinations	No bookings can be made in examination periods until the exam timetable is published
Orientation	No bookings can be made for orientation weeks without consultation with Student Services
Adhoc (School, CFLaT, Student Services)	Can be made in current year for following year after the timetable is published
Any staff (general)	Can make adhoc bookings but only in the year of the booking

#### **5.0 Governance**

5.1 Timetabling for academic delivery will be the responsibility of the Space Planning & Timetable Directorate, working with Faculty Timetabling representatives. Governance will be provided by the Academic Timetabling Governance Committee, reporting through the University's Learning & Teaching Committee.

#### **6.0 Procedures and Guidelines Review**

6.1 The Academic Timetable Procedures and Guidelines will be reviewed by the Academic Timetabling Governance Committee within one year of first being promulgated and thereafter as determined by the Academic Timetabling Governance Committee.

#### **7.0 SCOPE**

These Principles and Procedures apply to all staff and students of the University.

#### **8.0 DEFINITIONS**

"**Teaching**" means activities associated with a paper, scheduled in a University-wide timetable.

**“Teaching Periods”** means Semesters; summer school and terms with dates as specified in the relevant University Calendars.

## **9.0 RELATED PROCEDURES/DOCUMENTS**

AUT Calendar

Timetabling Guidelines

Academic and Associated Staff Members Collective Agreement

Examination supervision guidelines

Faculty/School/Programme handbooks or equivalent

Guide for students with disabilities.

Health and Safety Policy

Programme Approval Policy, Procedure and Guidelines

Student charter

Workload Policy

## **10.0 DOCUMENT MANAGEMENT AND CONTROL**

Prepared by: Space Planning and Timetabling Directorate

Approved by: Timetable Steering Committee

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