

# PRINCIPLES OF SCHEDULING

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## **ASSUMPTIONS:**

The following principles are used in the process of creating timetables for faculty and students. In beginning the process, the assumption is made that the Academic areas have ensured:

- that the curriculum data is correct,
- that the course offerings for the semester are appropriate in terms of meeting pre-requisites and that they match the curriculum requirements for the intake of students,
- the details regarding the scheduling of faculty in more than one area must be co-ordinated before the faculty loading data is submitted to Scheduling,
- all course deliveries have been verified,
- all faculty restrictions for medical requirements (when known) religious observance or approved committee membership have been identified,
- specific room requirements have been identified,
- projected enrollments are accurate and match the official enrollment projections
- all program restrictions i.e. flight labs or practicum have been identified,
- any student restrictions have been identified (e.g. to meet special needs).

## **PRINCIPLES/PROCESS:**

1. All aspects of the Faculty Collective Agreement will be honoured in the scheduling process.
2. The program requirements of Georgian College students are to be given first priority in scheduling decisions.
3. The course offerings that students use to build their timetables will reflect the approved curriculum/course offerings for the given semester and intake of students.
4. The Office of the Registrar will publish scheduling deadlines to faculty and staff who are affected by timetables. Changes requested after the deadline must be approved by the Dean and the Registrar.
5. Academic Officers will provide the Registrar's Office with the number of required sections, section sizes, section dates, room type preferences (e.g. multimedia or regular classroom), room location if a specialty lab is required, schedule types (e.g. lecture or lab), hours per schedule type, faculty names, "PARS" code (Academic Officer identification code) and the budget holder code by the published scheduling deadlines.

6. College facilities will be scheduled as outlined in Procedure 5-108 - Management of Space at Georgian College and Procedure 5-105 - Rental of Space and Equipment at Georgian College. The priority for classrooms and labs will be academic use. Current classroom users (those already assigned a specific classroom) cannot be “bumped” in favour of another activity unless extreme, mitigating circumstances arise (e.g. special events such as hosting the regional high school guidance counselors). In that instance, as much advance notice as possible will be given to the faculty member impacted and every effort will be made to provide equivalent teaching space. Final authority for “bumping” an existing room occupant rests with the Registrar, with an opportunity to appeal to the VP Academic.
7. Classrooms must be large enough to accommodate course/section maximum numbers of students and, where possible, will not be significantly larger than required. If section sizes change after registration is complete every effort will be made to accommodate a room change request without impacting student / faculty timetables.
8. Courses with a recognized/defined requirement for specialized space (e.g. flexible learning classrooms, MAC lab, etc.) must be given the highest priority for use of the required space. The next priority for use of such space must be for those courses which would be enhanced by the use of such space, but for which use is not essential. Once these requirements are met, other courses compatible with such space must be scheduled for the balance of available hours. Final authority rests with the Registrar, in consultation with the Dean, with the opportunity to appeal to the VP Academic.
9. Classes may be scheduled from 8 a.m. to 10 p.m., Monday to Friday and on Saturday/Sunday from 8 a.m. to 5 p.m. Full time faculty will normally be scheduled between 8:00 a.m. and 6:00 p.m., Monday to Friday, unless otherwise mutually agreed.  
**NOTE:** *in circumstances where changes to faculty assignments are made late into the scheduling process, it may not be possible to ensure that all full time faculty will have their courses end by 6:00 p.m. That said, every reasonable effort will be made to achieve this principle.*
10. The student’s span of day is nine hours maximum with breaks. Student timetables should have no more than four mandatory hours of lectures in a row but a maximum of five is allowed if one hour is a lab. Based upon the availability of his/her desired courses, a student may choose to waive this principle. Students could have an extended day if they have the flexibility to do so.

- 11.** The faculty's span of day is eight hours maximum with breaks from the start of the first class until the end of the last class during a five-day week. Generally, faculty timetables have no more than four scheduled hours in a row except where circumstances warrant. Every effort will be given to scheduling a minimum of two one-hour breaks within the eight-hour span of the day. Every effort shall be made to ensure that the first scheduled hour of the day will not be assigned less than twelve hours after the end of the previous day (Article 11.01 L2 of the Collective Agreement).
- 12.** There will be a reasonable amount of time provided for faculty between consecutive classes including inter-campus travelling time. The time allotted will also reflect any preparatory/clean-up requirements of the two classes.
- 13.** Timetable restrictions:
  - a) Faculty restrictions should be submitted to Scheduling by the Academic Officers with the Dean's approval, by the specified scheduling deadline provided each semester. A sample of the faculty restriction form follows these notes.
  - b) Full time faculty restrictions, based upon any employment, consulting or teaching activity outside the College during an assigned workload period are not allowed.
  - c) Acceptable faculty restrictions include the hiring of part-time faculty with specialized expertise and limited availability, religious observance, and membership on the following committees:

**Committees approved for faculty restrictions:**

- Board of Governors – 1 faculty
- Academic College Union – 4 faculty
- Academic Council – 10 faculty
- College Planning Committee – 1 faculty

Membership of the approved committees should be determined by June for the following academic year. The Chair/President of each of the committees should advise the appropriate Deans/AO's of the days/times of the meetings by the same deadline. An example would be that Academic College Union meets every other Tuesday from 9:30 to noon. This would create a faculty restriction for each member for every Tuesday morning for the semester.

- d) Program restrictions e.g., flight lab, practicum, etc are submitted to Scheduling as notes on the Loading sheets entered by the Academic Officers after review by the Dean.

e) If faculty have medical restrictions with timetable impacts, these will be accommodated. The medical restrictions should be communicated to HR by the faculty member. Only the timetabling impacts of the restrictions will then be communicated to the Registrar's Office and the appropriate Dean/AO.

14. The Scheduling Office will review faculty timetables and correct unreasonable anomalies, after the loading process and prior to distribution.
15. Once the timetable is established and the deadline for changes has passed (registration has started) requests for changes that will impact the students' timetable will not normally be considered. Any request for such a change must be made in writing indicating the impact of the changes and must be approved by the Dean. Final authority rests with the Registrar, with the opportunity to appeal to the VP Academic.