PURPOSE

This policy provides 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 City, Epsom, Grafton and Tamaki campuses to these activities. The policy applies to all teaching facilities covered by the Space Management Policy and to all timetabled teaching.

POLICY

1.0 Hours of Teaching

1.1 Standard University Teaching Hours (‘standard hours’) are from 8am-6pm, inclusive, Monday to Friday and core teaching hours (‘core hours’) are from 9am-5pm, inclusive, during University Teaching Periods.

1.2 Timetabled teaching may occur outside standard hours.

1.3 Single session classes on the City and Grafton campuses will be scheduled from the start of each hour, with teaching beginning at five minutes past the hour and finishing at five minutes to the hour. Multi-session classes will follow the same pattern as single session classes. Classes on the Epsom and Tamaki campuses will be scheduled to start at half past the hour with teaching beginning at 35 minutes past the hour and finishing at 25 minutes past the hour.

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. It cannot, however, guarantee timetable preferences or a clash-free timetable to all students.

2.3 The University will seek to ensure that where compulsory courses are taught in streams at least one stream of lectures will be scheduled in core hours.

2.4 Wherever possible, consideration will be given to the needs of students with significant caring responsibilities, 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 general education options in core hours.
2.6 Wherever possible, the University will seek to minimise the need for inter-campus movement during a given day.

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

2.8 Wherever possible, lectures of equal duration in a specific course or stream will be taught at the same time of day and in the same room on each occurrence.

2.9 The University will use its best endeavours to ensure that timetables will be published in sufficient time 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 3.2-3.6 full-time staff members are expected to be available to teach during standard hours.

3.2 The primary responsibility for determining whether constraints apply rests with academic heads. Where possible, questions of availability will be settled through discussion by 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, full-time staff may ask to be assigned the equivalent of 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 will take account of the needs of staff with significant caring responsibilities, disabilities and medical requirements.

3.5 When determining availability for teaching, academic heads may take account of significant administrative responsibilities.

3.6 Faculties may request a two hour non-teaching period in each week to facilitate attendance at faculty, school and departmental meetings. Academic Units may request a two hour non-teaching period in each week to accommodate school and departmental seminars. Classes taught by members of Faculties and Academic Units will not be scheduled during these designated non-teaching periods.

4.0 Timetabled Teaching Space

4.1 All teaching facilities (as so specified in the University’s Space Management Policy) will be recorded in the timetable system.

4.2 Wherever possible, classes will be scheduled in teaching spaces that are appropriately equipped and suited to the mode of teaching and class size.

4.3 Wherever possible, class scheduling will minimise intra-campus movement of staff and students.
4.4 Time-tabled teaching will have priority over other activities in booking teaching space during University Teaching periods.

4.5 Academic Units and Faculties may request space allocations for nominated non-teaching periods provided for in 3.6.

5.0 Governance

5.1 Timetabling will be the responsibility of the Timetable Office. Governance will be provided by a Timetable Committee, reporting to Senate through Education Committee.

6.0 Policy Review

6.1 The Timetable Policy will be reviewed by Education Committee within one year of first being promulgated and thereafter as determined by Education Committee.

6.2 The Operational Guidelines will be reviewed annually by Timetable Committee.

AUDIENCE

All staff and students of the University.

DEFINITIONS

“Academic Units” means Departments and Schools which have the responsibility for delivering programmes and courses leading to formal awards.

“Teaching” means activities of academic staff members that are scheduled in a University-wide timetable.

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

RELATED PROCEDURES/DOCUMENTS

EEO: Work, Life and Family Policy
EEO: The University of Auckland Flexible Work Policy
Space Management Policy
Timetable Operational Guidelines

7.0 DOCUMENT MANAGEMENT AND CONTROL

Prepared by: Education Committee
Owned by: Deputy Vice-Chancellor (Academic)
Approved by: Senate
Date approved: 6 October 2008
Review date: 6 October 2012
Past review dates:
Amendment dates: