

## **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 University 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 between 8 am – 6 pm, Monday to Friday and core teaching hours ('core hours') are between 9 am – 5 pm during University Teaching Periods.
- 1.2 Timetabled teaching may occur outside standard hours.
- 1.3 Classes scheduled for one hour comprise 50 minutes of teaching time to allow movement of students between classes.\*

### **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 courses 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 general education options in core hours.
- 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.

*\*Details for each campus are stipulated in the Timetable Operational Guidelines.*

- 2.8 The requirements of students and staff whose programmes and teaching activities involve off-campus activities will be accommodated.
- 2.9 Class scheduling will seek to assign lectures in a specific course or stream of the same size to the same room on each occurrence.
- 2.10 Where requested and where possible, lectures in a specific course or stream will be scheduled to start at the same time of day on each occurrence.
- 2.11 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 will be assigned 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 single two hour non-teaching period in each week. This may be used for facilitating attendance at Faculty and Academic Unit meetings.
- 3.7 Academic Units may request a single non-teaching period of up to two hours in each week to accommodate 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 University spaces used for teaching activities (as so specified in the University's Space Management Policy) will be recorded in the timetable system.
- 4.2 Classes will be scheduled in teaching spaces that are appropriately equipped and suited to the mode of teaching and class size.

- 4.3 Time-tabled teaching will have priority over other activities in booking teaching space during University Teaching Periods.
- 4.4 Courses which hold in-class-time tests during normal teaching hours (8 am – 6 pm) should do so in the usual teaching room allocated for the class at the time and date of the test. Where additional space is required for holding a test, it should be scheduled outside of standard hours.

## **5.0 Governance**

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

## **6.0 Policy Review**

- 6.1 The Academic 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 Timetable 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  
Bookable Spaces Management Policy

## **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: 24 June 2015  
Past review dates:  
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