UNIVERSITY OF CALGARY

University Policy
University Procedure
Operating Standard
Guideline/Form

Instructional Scheduling and Space Utilization Policy

Classification Academic Operations	**Table of Contents** 1 Purpose ..... 1 2 Scope ..... 1 3 Definitions ..... 1 4 Policy Statement ..... 2 5 Special Situations ..... 4 6 Responsibilities ..... 4 7 Related Policies ..... 5 8 Related Information ..... 5 9 History 5
Approval Authority Provost and Vice-President (Academic)	
Implementation Authority Registrar	
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1 Purpose

The purpose of this policy is to:

a) define authority and practices for the scheduling of instructional events (lectures, laboratories, tutorials, examinations);
b) define authority for the establishment of priorities and standards for the use, management and allocation of Instructional Space;
c) define authority for the categorization and capacity determination for Instructional Space;
d) ensure the optimization of all Instructional Space; and
e) ensure that scheduling of instruction provides students with sufficient choice of courses required for graduation and manageable course offerings.

This policy recognizes that pedagogical needs may require unique class durations, meeting patterns and facility requirements depending on the discipline.

2 Scope

This policy applies to scheduling of Instructional Space in University Facilities.

3 Definitions

In this policy:

a) "Academic Schedule" means the official annual schedule as published on the University website.

b) "General Purpose Instructional Space" means any space classified as "Classroom Facilities 10000" in the University's space classification scheme, including tiered theatres and flat classrooms with fixed or loose furnishings.

c) "GFC" refers to the General Faculties Council.

d) "Instructional Day" means 0800 – 1700hrs.

e) "Instructional Inventory" and "Instructional Space" mean all rooms categorized by the University for instructional purposes including general purpose and specialized spaces allocated to academic units (Categories 10000 and 20000 in the University's space classification scheme).

f) "Instructional Sessions" means the instructional sessions defined and approved by GFC.

g) "Instructional Week" means Monday to Friday.

h) "Non-Standard Patterns" means any course delivery pattern not defined as "Standard Patterns".

i) "Prime Time" means Monday to Friday, 0800 to 1500.

j) "Schedule of Classes" means the listing of courses available for registration in any given Term, also known as the Timetable and published annually in the University's Student Administration (PeopleSoft) system.

k) "Specialized Instructional Space" means any space classified as "Teaching Laboratories 20000" in the University's space classification scheme. This includes laboratories, computer rooms, studios, practice rooms, and workshops used for undergraduate and graduate instructional activities.

l) "Standard Patterns" means a course delivery pattern which complies with one of the regular weekly or semester structures defined as such by the Registrar.

m) "University" means the University of Calgary.

n) "University Facilities" means all buildings and grounds, including athletic and recreational fields, owned, leased, or operated by the University.

4 Policy Statement

Delegation of Authority

4.1 The Provost and Vice-President (Academic) delegates the following authority to the Registrar:

a) to establish and maintain standard practices and procedures of scheduling for instructional activities;
b) to work collaboratively with deans and department heads to prepare the final Schedule of Classes for each Term;
c) to publish the final Schedule of Classes for each Term;
d) to ensure optimal use of all Instructional Spaces; and
e) to review and report on instructional activity.

4.2 The Provost and Vice-President (Academic) delegates the following authority and responsibility to the Director, Campus Planning:

a) to define space categories and types for University Facilities and publish them in a space classification scheme;
b) to assign categories/types to space;
c) to determine the maximum capacity for Instructional Spaces in consultation with local authorities;
d) to maintain the instructional capacity of the University;
e) to establish and maintain Instructional Space design standards in consultation with the Office of the University Architect;
f) to establish room utilization targets; and

g) to report annually on Instructional Space utilization in consultation with the Office of Institutional Analysis.

Instructional Session

4.3 The Registrar will establish and maintain the Academic Schedule describing the Instructional Sessions approved for the year.

4.4 Instruction will occur within the Instructional Sessions using Standard Patterns.

4.5 Graduate instruction may be permitted outside the Instructional Session if approved in advance by the dean of the instructional faculty and the Dean of Graduate Studies.

4.6 Undergraduate instruction or examination will not occur during reading breaks except as at 4.7 below.

4.7 Travel study may occur during the reading break as long an instructional component occurs before and/or after the break.

Instructional Space

4.8 General Purpose Instructional Space is a University resource shared by academic units for the delivery of instruction.

4.9 Allocation of General Purpose Instructional Space is managed centrally by the Registrar.

4.10 General Purpose Instructional Space will not be removed from the Instructional Inventory unless it is replaced by an appropriate space.

4.11 Requests to remove rooms from instructional use must be approved by Provost and Vice-President (Academic).

4.12 Specialized Instructional Space is normally allocated to and managed by a specific academic Unit.

4.13 Target utilization rates for these spaces will be met.

Priority of Use

4.14 The Register will set priorities for scheduling General Purpose Instructional Space in accordance with the following criteria:

a) when General Purpose Instructional Space is allocated to a specific academic unit, that unit will have priority of access to the space. Excess capacity will be managed by the Registrar.
b) when Specialized Instructional Space is allocated to a specific academic unit, that unit will have priority of access to the space. Excess capacity will be managed by the Registrar in consultation with the unit.
c) classes following a Standard Pattern will have scheduling priority over those following a Non-Standard Pattern. Academic units wishing to use a Non-Standard Pattern may be restricted to scheduling outside of Prime Time.
d) requests for rooms will have priority when projected enrolment is at or greater than 80 percent of the room capacity.

4.15 Special facility requirements will be considered and accommodated whenever possible.

Distribution of Course Offerings

4.16 Optimal use of the Instructional Day and Instructional Week is required. Academic units must distribute their course offerings as determined by the Registrar's scheduling practices and procedures.

Established dates, times and locations

4.17 All GFC-approved course components of courses numbered 100 through 699 will be assigned a time, day and location in the official Schedule of Classes.

Changing of assigned times and rooms

4.18 The Schedule of Classes is official and final once it is published. Changes to the days, dates and times will not normally be permitted once it is published.

4.19 Classes and final examinations will be held at the times and locations noted in the Schedule of Classes and/or as scheduled by the Registrar. Academic units may not move or change classes or examinations without prior approval.

Scheduling cycle

4.20 The Schedule of Classes will be published prior to the beginning of registration. Classes requested after publishing deadlines will be assigned rooms on a space- / time-available basis.

Course Enrolments Relative to Classroom Capacity

4.21 No presenter, instructor or department will allow the occupancy of a room to exceed the capacity of the room as determined by Campus Planning.

Material Changes to Course Delivery or Capacity

4.22 Academic units will consult the Registrar when considering or anticipating significant changes with respect to course scheduling or course enrolments

5 Special Situations

5.1 Requests for exceptions will be approved in advance by the dean of the instructional faculty and submitted to the Registrar for final approval.

5.2 Approved exceptions will be monitored by the Registrar and reported to the deans and the Provost and Vice-President (Academic).

6 Responsibilities

6.1 Approval Authority (Provost and Vice-President Academic)

a) ensure appropriate rigor and due diligence in the development or revision of this policy.

6.2 Implementation Authority (Registrar)

a) ensure that University staff are aware of and understand the implications of this policy and related procedures;
b) monitor compliance with the policy and related procedures;
c) regularly review the policy and related procedures to ensure consistency in practice; and
d) sponsor the revision of this policy and related procedures when necessary.

7 Related Policies

Space Allocation Policy
Use of University Facilities for Non-Academic Purposes Policy

8 Related Information

University of Calgary Calendars
Academic Schedule
Schedule of Classes
University Facilities

9 History

February 1, 2012	Approved and Effective.
January 1, 2020	Editorial Revision. Updated format and links.