



Senate Policy

Policy Name	Teaching Timetable Policy
Policy Number	CAPP 2012-01
Origin	CAPP
Authority	Senate
Date of Original Approval	December 12, 2012
Supersedes	Timetable Structure Modifications (September 2004)
Last Updated	
Effective from	December 13, 2012
Review/Retirement Date	December 2017
Responsibility for Revision	CAPP
Responsibility for Implementation	Registrar's Office, Deans, Department Chairs

Purpose: The purpose of this policy is to establish guidelines for setting the University teaching timetable.

Policy: The timetable should be established based on the following principles:

- The teaching timetable should provide students with equitable and conflict-free access to all courses required for completion of their credential.
- The teaching timetable should provide faculty with equitable access to times and locations that are pedagogically relevant.
- The timetable should distribute course offerings across the breadth of the time slots allocated for teaching in order to ensure that students benefit from the richness of the University's offerings. In particular, cohort offerings (1000 level, 2000 level, 3000 level, etc.) should be well distributed.
- The timetable should provide opportunities for coordination of course offerings across inter-related programs.
- Once the timetable has been published, every effort should be made to minimize changes.
- Courses must adhere to the designated start times in the time slot structure although there can be flexibility regarding the length of class time.

- Distance courses and courses offered on weekends and off-campus may operate on a different schedule.
- The timetable should ensure that the resources allocated by the University for teaching purposes (classrooms, technologies, etc.) are efficiently and effectively utilized.

Scope: University-wide

Procedures: The time slot structure (below) consists of eight 75-minute time slots per day and two 150-minute time slots in the evening. The 75-minute time slots permits scheduling of MW and TTH course meeting times, as well as potentially WF and MF course meetings. If a 50-minute course meeting time is required, 50-minute MWF courses can be scheduled within the 75-minute time slots. If a 150-minute course meeting time is required, two adjacent 75-minute time slots can be combined. Faculty of Education courses typically meet for 180 minutes. These courses can be offered within two adjacent 75-minute time slots, although there would be no break between classes.

The setting of the timetable will be guided by the principles articulated above. The teaching timetable will be implemented by the Registrar’s Office following consultation with Deans and Chairs. Chairs are responsible for developing program-level timetables, and the Deans are responsible for approving the final timetable. Scheduling software will be used to manage time slot availability, provide information about classroom usage, and help identify timetable options in the case of conflicts or over-subscribed time slots.

Time Slots

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:15					
10:30 – 11:45					
12:00 – 1:15					
1:30 – 2:45					
3:00 – 4:15					
4:30 – 5:45					
6:00 – 7:15					
7:30 – 8:45					
Evening Classes					
4:30 – 7:00					
7:15 – 9:45					

MW – 8 time slots of 75 minutes

TTh – 8 time slots of 75 minutes

F – 4 time slots of 75 minutes (up to 3 p.m.)

MTWTH – 2 evening time slots of 150 Minutes

Related Documents: Previously Approved Timetable

TABLE 1: Modified Timetable

Time					
8:30					
9:00	1		1		1
9:30		2		2	
10:00					
10:30	3		3		3
11:00	5	4	5	4	5 and 20
11:30					
12:00					
12:30	7	6	7	6	7 and 20
1:00					
1:30					
2:00	9	8	9	8	9
2:30					
3:00					
3:30	10	11	10	11	Meetings
4:00					
4:30 - 6:59	12	14	16	18	
7:05 - 9:35	13	15	17	19	

The modified timetable would have 20 timeslots as follows:

2 timeslots of 50 minutes only: MWF 10:05-10:55 (3)
MWF 2:05-2:55 (9)

6 timeslots of 75 minutes only: TTh 9:05-10:20 (2)
TTh 10:30-11:45 (4)
TTh 12:05-1:20 (6),
TTh 1:30-2:45 (8)
TTh 3:05-4:20 (11)
MWF 3:05-4:20 (10)

3 multipurpose timeslots of either 50 or 75 minutes: MWF 9:05-9:55 and MW 8:30-9:45 (1)
MWF 11:05-11:55 and MW 11:05-12:20 (5)
MWF 1:05-1:55 and MW 12:30-1:45 (7)