Academic Timetabling Roles and Responsibilities

This document outlines the roles and responsibilities of the teams and individuals involved in the Academic Timetabling process and is intended to support the College Academic Timetabling Policy and process.

Student Administration Timetabling Team
- Construction of the College's teaching timetable in liaison with Schools and in line with the teaching requirements data provided by Schools.
- Production of individual teaching timetables for students via the Web Timetables.
- Production of individual teaching timetables for staff via the Web Timetables.
- Producing a calendar of key dates which outlines dates for collection, submission and publishing of timetable information for the forthcoming academic year.
- Allocating teaching space in accordance with College policies.
- Working with the School Timetabler and Timetabling Lead(s) to identify and resolve issues with the timetable e.g. clashes and changes to days and times due to room or staff availability.
- Production of module and room timetables for staff to view via Web Timetables.
- Ensuring initial group allocations are completed for standard allocations.
- Providing user support to all Scientia Timetabling software users in the College.
- Managing the room booking system and processing bookings for teaching rooms in accordance with the Teaching Room Booking Policy.
- Following up with Schools, if issues arise for timetabling as a consequence of restricted working patterns for teaching staff (e.g. large numbers of requests for one Department or very restricted working patterns for individuals).

Heads of Department
- Ensuring the Department has a designated Timetabling Lead(s) from your Academic Teaching staff who is able to support the timetabling process.
- Approving any exemptions to an academic's availability that are not flexible working. Restrictions imposed by external commitments should be carefully considered by Heads of Departments and communicated at the data collection stage.
- Responsibility for ensuring that feasibility of timetabling is considered when developing new programmes and modules.
- Responsibility for ensuring that their programme and module validations and all required information are submitted in accordance with required dates.

Department Timetabling Lead
- Planning the academic timetable with academic colleagues within the department and in departments they have joint students with to ensure there are no mandatory clashes and option choices are feasible.
- Ensuring that Department inputs into the timetabling process are completed in a timely and accurate fashion, according to the calendar of key dates published.
- Reviewing timetabling data to ensure there are not clashes between standard programmes and common pathways.
- Ensuring that staff availability to teach is managed in accordance with the Timetabling Policy. The standard teaching day runs from 9:00 to 18:00, Monday to Friday. All full-time academic staff should be available to teach within these hours unless alternative patterns of working are agreed with HR in accordance with the ‘Flexible Working and Time-Off for Training Policy’ or other recognised College procedures.
- Responsibility for checking the provisional, draft and final timetables and ensuring no modules or activities are missing before publication. Providing sign off before final publication.
- Responsibility for ensuring changes are requested according to the Timetabling policy and that the change is absolutely necessary and not based on personal preference.
- Reviewing requests for changes to resolve clashes with other Schools/Departments to check for feasibility.

**School Administration Timetabler**

- Working with Department Timetabling Lead(s) to plan, collate and submit timetabling data for all required teaching activities by the required deadlines.
- Providing accurate academic availability data for effective timetabling.
- Supporting the Department Timetabling Lead(s) to request amendments to the Timetable before publication.
- Checking requests for changes meet the criteria detailed in the Timetabling Policy and are only submitted to the Timetabling (using Change Request Form) after publication if essential and have the Department Lead(s) approval.
- Ensuring group allocations are completed for non-standard allocations where it is the department’s responsibility.
- Ensuring that group allocation changes are dealt with appropriately in accordance with the guidance provided by the Timetabling team.
- Review and action group change requests from students.
- Ensuring that identified clashes are dealt with quickly following guidance provided by the Timetabling Team.
- Informing the Timetabling Team of any students or staff that have special requirements which will affect timetabling at the earliest opportunity and ahead of timetable publication where possible.
- Consulting Web Timetables if informed of a room clash to resolve the issue.
- Informing the Timetabling Team of any cancellations or problems with the timetable.
- Informing Maintenance Services/IT as appropriate if a practical issue arises with a teaching room.