

## SALC Core Principles for Timetabling

The SALC teaching timetable for all Undergraduate and Postgraduate teaching is coordinated by the Curriculum Manager using the University timetabling system, Syllabus Plus.

The timetable is constructed based on information provided in the subject area Curriculum Overview and Course Scheduling Requirement forms. Staff working arrangements will be collated from Heads of Division via the Work Allocations Models (WAMs).

Programme Directors are responsible for planning the Curriculum Overview for the upcoming academic year and are expected to complete the Curriculum Overview by the first Wednesday in February prior to the start of the forthcoming academic year. Teaching staff are expected to confirm the Course Scheduling Requirement form by no more than two weeks after first receiving them. These deadlines are to ensure sufficient time for timetable creation, consultation and room request submission to the Central Timetabling Service by the University deadline at the end of May.

When constructing the timetable, the following principles are followed:

- I. If courses involving visiting staff, practitioners, alumni etc. need to be scheduled at specific times, this information should be recorded on the Course Scheduling Requirement form along with a valid reason for time slot. Travel distance may be a factor that dictates when classes involving visiting staff can be timetabled (although it will not be taken into account for full-time staff).
- II. In order to accurately reflect staff availability and also reconcile information that is returned on the Course Scheduling Requirement forms, all WAMs should be made available to the Curriculum Manager by the end of April.
- III. Course activity sequencing (e.g. a preference for a lecture to be scheduled prior to a seminar) can be built into the timetable creation where requested on the Course Scheduling Requirement form.
- IV. Same-time activities (e.g. multiple classes taking place at the same time) can be built into the timetable creation where requested on the Course Scheduling Requirement form.
- V. In line with Faculty and University policies, timetabling within SALC is based on the expectation that academic staff will be available to teach from 9.00am to 6.00pm Monday, Tuesday, Thursday and Friday and 9.00am to 1.00pm on Wednesday.
  - i. Staff who are not available to teach at these times throughout the working week, e.g. due to caring commitments, should make an application for flexible working arrangements (see the links below to the University Flexible Working Policy and the Flexible Working Application form). Staff who have a disability-related need for flexible arrangements should contact the Disability Advisory and Support Service ([des@manchester.ac.uk](mailto:des@manchester.ac.uk)). DASS staff will undertake an assessment, and advise managers as to whether there is need for adjustment.
- VI. All staff in SALC on a teaching and research contract will be allocated one dedicated research day per week.
- VII. Post CTS Summer Room Allocation period student and staff walking distances between classes will be taken into account and reviewed where possible.
- VIII. Staff academic commitments, including admissions interviews, subject area research seminars, etc. can be taken into account when constructing the timetable.
- IX. Wednesday afternoons from 1.00pm onwards will normally be kept free to allow undergraduate students to participate in sport and other activities and it is expected that subject area meetings and committees should be scheduled during this time.

Changes to the timetable can be made after room request submission to Central Teaching Spaces (CTS) in exceptional circumstances, in accordance with the University Timetabling Policy. The Curriculum Manager and the SALC Timetabling Team should be made aware of any changes with all requests being submitted to [timetabling.salc@manchester.ac.uk](mailto:timetabling.salc@manchester.ac.uk)

Any change to the timetable must be signed off by the relevant Head of Division before being submitted to the SALC Timetabling Team.

Approved reasons for change, in consultation with Central Teaching Spaces include:

- Staff illness
- Approved change in staff availability
- Actual number of students exceeds room capacity
- Actual number of students is significantly smaller than expected and would fit in a smaller room

<b>Document Control Box</b>	
Procedure Title	SALC Core Principles for Timetabling
Implementation date	01.02.15
Version	3.0
Next review date	November 2017
Related guidance	University Timetabling Policy <a href="http://documents.manchester.ac.uk/display.aspx?DocID=13110">http://documents.manchester.ac.uk/display.aspx?DocID=13110</a> University Flexible Working Policy: <a href="http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=9">http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=9</a> Flexible Working Application Form: <a href="http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=9246">http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=9246</a> DASS: <a href="http://www.staffnet.manchester.ac.uk/personalsupport/disabled-staff/">http://www.staffnet.manchester.ac.uk/personalsupport/disabled-staff/</a>
Related forms	SALC Course Scheduling Requirements form