

## Humanities Timetabling Timeline for 26-27 build

Item	Start Date/Month	Item	Responsibility	Deadline
1	January 2026	<p><b><u>Staff availability for the 26-27 timetable</u></b></p> <p><b>A) Teaching Availability Arrangements (TAAs)</b> applications open. TAAs are <u>not</u> rolled over and will need to be re-applied and approved annually.</p> <p><b>B) Existing Flexible Working arrangements (FWAs)</b> are rolled over annually.</p> <p><b>New or changes to existing FWAs:</b> staff need to complete the FW1 form (part 1) <a href="#">here</a> and ensure their line manager approves the application (part 2) and <b>completes the relevant teaching availability section.</b></p> <p><b>C) DASS</b> information is provided to the Faculty Scheduling team at the start of scheduling with any updates sent throughout the year.</p>	<p>-Individual teaching staff -Heads of Dept/line managers</p>	<p><b>TAAs:</b> 13<sup>th</sup> March 2026</p> <p><b>FWAs:</b> New or changes to existing FWAs: staff will need to complete the FW1 form and have line manager approval.</p> <p>Nb. FWAs can be applied for at any point in the year.</p> <p><b>DASS:</b> no deadline</p>
2	February (TBC by school)	<p><b><u>Schools start Activity data capture process</u></b></p> <p>Teaching staff are asked to review and update how they wish to teach their course(s) e.g. number of seminars, durations, room type and size etc.</p> <p>The exact process and deadline will be confirmed by each School.</p> <p>Each school will also start to collect data on course compatibility (which units need to work with which other units)</p>	<p>-School Programmes &amp; Curriculum team -Heads of Dept -Course Unit Directors</p>	<p>March 2026 (exact date TBC by each school)</p>

3	<b>FACULTY DEADLINE</b>	<b>School submits confirmed activity data to Faculty Scheduling Team</b> (The Faculty Scheduling team will subsequently conduct data quality checks)	<b>-School Programmes &amp; Curriculum team</b>	<b>27<sup>th</sup> March 2026</b>
4	April	<b><u>TAA panel convenes to review all TAA applications.</u></b>  Outcomes of all TAAs will be communicated to applicants in the weeks after the panel has met.	-Vice Dean for T&L -Heads of School (or delegate) -Faculty T&L Officer for Scheduling.	NA
5	May	<b><u>Faculty starts to schedule 26-27 timetable</u></b>  Faculty priorities include:  <ul style="list-style-type: none"> <li>- Ensuring every member of staff has at least one day clear of teaching (excluding Wednesday)</li> <li>- Minimise 9am starts and 6pm finishes where possible</li> <li>- Minimise runs of teaching to no more than 3hrs in a row</li> </ul> Online timetable grids available to see progress as timetable is being built.	-Faculty Scheduling team	NA
6	June	<b><u>Pre-timetable release review with subject lead(s) and school Programmes/curriculum teams (optional)</u></b>  A chance for senior programme leads to review and discuss any issues before the timetable is released to all teaching colleagues.	-Faculty Scheduling Team -School Programmes & Curriculum team -Programme Directors -Heads of Dept	End of June 2026
7	1 <sup>st</sup> July 2026	<b><u>Timetable review period (typically will run for two weeks in early July 2026)</u></b>  This is a time to highlight necessary amendments e.g. changes to:  <ul style="list-style-type: none"> <li>(i) Curriculum (missing courses, changes to semesters, week patterns, contact hours etc)</li> <li>(ii) Staffing updates</li> <li>(iii) Issues with the programme or inaccuracies with FWAs</li> </ul>	-Individual teaching staff -Programme Directors -Course Unit Directors -Heads of Dept -Faculty Scheduling team -School Programmes & Curriculum team	1 <sup>st</sup> July 2026

		<p>(iv) Clashes that haven't been picked up on  (v) Issues with the rooms allocated (n.b. Faculty Scheduling team will be working on improving travel times for staff during this period)</p> <p>Preferential changes will not be accepted during this period.</p>		
8	Mid-July 2026	<p><b>Staff personal timetables are published.</b> Personal timetables are available via <a href="https://timetables.manchester.ac.uk/">https://timetables.manchester.ac.uk/</a></p>	-Individual teaching staff	NA
9	<b>FACULTY DEADLINE</b>	<p><b>26-27 timetable confirmed</b></p> <p>At this point the timetable should be as close to final as possible ready for course unit selection the following week.</p>	<b>-Faculty Scheduling team</b>	<b>31<sup>st</sup> July 2026</b>
10	From August 2026	<p><b><u>Course times and days populated in Campus Solutions ready for course unit selection</u></b></p> <p><b><u>Course unit selection for returnign students</u></b>  Students start to select their optional courses and school teams can start to allocate students to seminar/tutorial groups</p> <p><b><u>Change request process kicks in</u></b>  Timetable changes from 4<sup>th</sup> August will need to be requested via school Curriculum and Programmes colleagues</p>	<p>-Automated process between timetabling system and CS</p> <p>-Individual teaching staff</p>	<p>NA</p> <p>CUS starts from 3<sup>rd</sup> August 2026 (returning students)</p>