



Date	4 September 2006
To	Deans, Heads of School
From	Professor Richard Henry, Deputy Vice-Chancellor (Academic)
cc	Timetabling Reference Group, Faculty Executive Officers
Reference	Scheduling Staff in the Centralised Timetable

Issue

This memo provides further information on the proposed approach for managing the scheduling of staff in the 2007 centralised timetable.

Background

The Timetabling Policy and Operational Guidelines were endorsed by the Academic Board in June 2006. Since then the timetabling team has met with faculties and schools to discuss the proposed timetabling solution. A recurrent theme in these meetings is how staff will be scheduled in the timetable.

The timetabling reference group, which has academic and general staff representation from all faculties and other key business units, has developed an approach for scheduling staff, consistent with the Timetabling Policy and Operational Guidelines. This defines three levels of constraint (ie limitation on availability) for staff: faculty, school and individual.

The approach recognises:

- The responsibilities of Deans and Heads of School as resource managers to offer scheduled courses that enable students to meet the requirements of their programs
- Within the overall conditions governing the availability of staff to teach (such as the EBA) it is possible to constrain the availability of individual staff members
- Overly-constraining the timetable, for example through staff constraints, can result in an unworkable timetable that is unable to meet the needs of students or the majority of staff, and uses University teaching resources inefficiently. The over-arching priority of the centralised timetable is to meet student needs.

Staff Scheduling Approach – Key Features

Constraint Profiles

The University timetabling process will support the definition of staff constraints at several levels:

- **Controls supported at the University level include:**
 - At least one teaching-free day per week for full-time teaching staff
 - A meal break scheduled between 11am and 3pm
 - No early morning teaching on the day immediately following evening teaching
 - The timetable will favour clumping of teaching timetables as much as possible to maximise consolidated teaching-free time and thereby provide useful periods for research and other activities during the week. This may be counteracted by controls specified at the individual level to limit the maximum teaching hours in any one day where possible.
- **Faculty level** controls facilitate attendance at meetings through teaching ‘black-out’ periods for each faculty. No classes will be scheduled in a set time-period to enable

attendance by staff at faculty/school meetings. Small group classes taught by casual sessional staff may be excluded from this.

- **Individual level** availability constraints may be defined for part-time teaching staff as well as full-time teaching staff with special, approved limitations to availability.

Process for identifying constraints

- **Pro-formas** have been developed for capturing individual-level staff constraints. [See separate attachments for details]. Pro-formas must be returned to the Scheduling and Academic Requirements Unit (SARU) by **29 September** for the Semester 1 2007 timetable.
- The **Full-time Staff Scheduling Request pro-forma** should be completed only after the situation of the individual staff member has been discussed and agreed with the Head of School. The form should be submitted to the Dean for her / his approval, and then submitted to the DVC (Academic) via SARU for endorsement and action. It is hoped that the need for individual constraints will be minimal. Staff with concerns about carer's responsibilities, religious duties, or disability issues should contact Eryl Brady, Equity and Diversity Unit, on ext. 54685 to discuss their concerns.
- If disputes occur they would be resolved in accordance with the principles of the University's grievance procedures.
- The **Notification of Availability – Part-time or Casual Teaching Staff** pro-forma recognises that part-time staff may have a specific profile of working hours, and that other staff such as casual, visiting, conjoint and adjunct staff may fit teaching around other commitments and must have their availability to teach incorporated into the timetabling process accordingly.

Iterative development of Timetable

- The Semester 1 2007 timetable will be developed iteratively and Schools will be given the opportunity to review the results and assess the impacts on individual staff members before the timetable is finalised. This will allow time to make changes within the School [swap staff between lecture times, etc] and/or negotiate different arrangements with SARU.

Important Scheduling Notes

- As, on average, full-time staff are only required to teach between 8-12 hours per week within a 50 hour window, it should be possible to develop a timetable that meets both the broader needs of the University, faculties, schools and students, and the recognised individual needs of staff in special circumstances.
- The myUNSW term planning process allows for the identification and scheduling of groups [pools] of staff who teach in the one or related courses as well as for unidentified part-time or casual staff.
- For courses where there are multiple lectures, tutorials, seminars or labs (eg courses with large enrolments), Schools will be able to move teaching staff between classes after the final timetable has been published. In this way, Schools will be able to collaboratively manage, locally, the allocation of staff to particular classes and respond to late changes of circumstances.

Further Information

Copies of the Staff Scheduling request pro-formas are attached.

For further information on **University-wide timetabling** contact the Scheduling and Academic Requirements Unit (SARU) via timetabling@unsw.edu.au or telephone Sarah Thomson on ext. 58757.

The University-wide timetabling website is available at <https://my.unsw.edu.au/student/Staff/UNSWideTimetabling.html>