

Procedure Name : Scheduling of Instructional Space Procedures and Guidelines

Date Approved : 10/25/2000

Procedure Statement :

Normally, instructional activity will be scheduled between 0800 and 2200 hours, Monday to Friday. Most full-time activity will take place between 0800 and 1800 hours. Some activity may be scheduled on Saturday and Sunday.

Daytime offerings of full-time programs requiring space after 1800 hours will be accommodated with evening course activity.

1. Students attending daytime classes

- Post Secondary student groups are normally scheduled between 0800 and 1800 hours, Monday to Friday.
- Scheduling will occur so that the student spends a maximum of 8 hours a day on campus. For example, a student scheduled at 0800 hours could expect to have completed classes by 1600 hours.
- The maximum number of unscheduled hours between scheduled hours in a given day is 3, where program hours allow.
- The maximum number of consecutively scheduled hours per day is 4.
- Student groups are to be scheduled on only one campus on any given day.

2. Full-time faculty teaching in daytime

- The maximum length of the scheduled teaching day will be no more than 8 hours.
- The maximum number of scheduled student contact hours in a given day is 6.
- The maximum number of consecutive teaching hours is 4.
- If a faculty member teaches on more than one campus, one hour of travel time will be allowed for each change of campus.
- Full-time Faculty constraints will be accommodated as follows:
 1. College Approved Committees:
 - Academic Council
 - Educational Planning and Program Review
 - Academic Policy and Procedures
 - College Council
 - Academic Computing
 - Academic Software
 - Joint Occupational Health and Safety

2. Religious Reasons

3. Medical Reasons - documented in Human Resources

4. Academic Reasons ☐ attendance at preapproved post secondary courses

3. Courses

Course sections will be scheduled with a minimum of one day between scheduled hours.

- Space will be allocated in the following order of priority:
 - regular full-time and part-time instructional activity
 - pre-approved unsupervised student activity
 - other requests
- In accordance with the principle that space is a corporate resource, specialized instructional space will be assigned first to those course sections requiring such space and may be subsequently scheduled for other course activity.

Contact : Office of the Registrar
Telephone: 905-845-9430, ext. 8099