Procedure

Procedure Name	**_Scheduling Academic Activity_**		
Procedure #	IP 4.1	Parent Policy	IP 4.0 Global Scheduling
Policy Owner	Vice President Academic	Effective Date	August 20, 2019
Procedure Owner	Registrar	Next Review Date	July 1, 2024
Approved by	Registrar	Approval Date	August 20, 2019

1.0   Purpose/ Background

Delivery of polytechnic education presents unique scheduling challenges due to the high level of specialized equipment required to support hands-on, practical learning. NAIT has an obligation to provide a global schedule that embraces quality, consistent, and stable academic schedules. This procedure describes that govern the production of the global schedule, and details the standards used to measure quality schedules.

2.0   General Principles

2.1   Stability of the global schedule facilitates timely program progression for students, and is achieved through advanced planning and minimal changes.

2.2   Accountability for the quality of the global schedule is a shared responsibility between the Scheduling Office, as facilitators of the global schedule function, and Schools and Departments as producers of the class design.

2.3   The quality of schedules will be measured using the scheduling parameters identified in this procedure.

2.4   The Scheduling Office is accountable for developing processes that support the global scheduling function, and providing communication of critical deadlines to academic areas.

3.0   Definitions

Term	Definition
Academic activity	Activities related to the course outcomes of NAIT programming where students are expected to attend • includes instructional activities both inside and outside a classroom setting

	• encompasses all careers: credit (DDCP), non-credit (NOCR) and apprenticeship (APPR) • normally associated with a specific class offering and is visible in the student schedule
Academic Blocks	A set of schedules that represent conflict free pathways
Class Design	The process of identifying courses and class sections that will be offered in the coming academic year, including instructor assignments, requirements, and enrolment targets
Global scheduling function	The approved processes, associated software, and support staff that are used to facilitate centralized scheduling of both academic and non-academic activities in NAIT space
Global Schedule	A master listing of all courses for a particular academic year, with instructors, resource information, and day and times of class offerings
Timetable	Shows the days, times and locations of the classes a student is enrolled in; timetables are an output of the enrolment process

4.0   Procedures

4.1   Operational Windows

4.1.1   Classes for each program will be scheduled within the 10 hour operational window that is identified by the program; this window may have alternative times for evening classes.

4.1.2   Regardless of operational windows, the scheduling function first schedules all classes in preferred core hours (8 am to 4 pm). Operational windows guide scheduling decisions when classes must be scheduled outside these hours.

4.2   Student Scheduling Parameters

4.2.1   Programs are scheduled in academic blocks to allow students to enrol in the classes needed for timely program progression.

4.2.1.1 NAIT endeavours to meet scheduling parameters for programs that maintain academic block schedules. However, programs with resource restrictions may be scheduled outside the scheduling parameters in order to accommodate these constraints.

4.2.1.2 Students can expect a schedule that has up to 4 instructional hours in a row and up to 7 instructional hours in a day.

4.2.1.3 Students may have classes scheduled over a 9 hour period per day with up to a 2 hour gap between classes.

4.2.1.4 The program area may intervene to force the academic block enrolment to reduce conflicts for program progression, if students have not enrolled in an academic block.

4.2.2 Students enrolled in programs that are not scheduled using academic blocks are not constrained by the above parameters.

4.3 Instructor Scheduling Parameters

4.3.1 NAIT endeavours to meet scheduling parameters for instructors. However, programs with resource restrictions may require that instructors are scheduled outside the scheduling standards in order to accommodate these constraints.

4.3.2 Full-time instructors are expected to be available to teach at any time within their program operational window as start and end times can vary throughout the work week.

4.3.3 Normally, instructors can expect a schedule that has up to 4 instructional hours in a row and up to 6 instructional hours in a day, and have classes scheduled over an 8 hour period.

4.3.4 Instructors may have related activities or restrictions that conflict with scheduling assigned classes. Department Heads can request block-off times for specific instructors and recommend the level of flexibility of the request.

4.4 All activity related to a course outcome must be scheduled so it is visible in students' schedules.

4.5 Programs may request a common meeting period to accommodate staff meetings:
- requests can be a maximum of 2 hours per week
- specific times will be determined by the Scheduling Office
- only one hour can be in core operational time (8:00 am – 4:00 pm).

4.6 The Scheduling Office may use its discretion to adjust room assignments of general lecture and computer space to support effective space utilization and create room for emergent space needs.

4.7 Reports detailing adherence to scheduling standards will be provided by the Scheduling Office to the Department Head/Portfolio Manager and Associate Dean Academic/Director as least annually.

5   Exceptions to the Procedure

5.1   Exceptions to this procedure must be documented and formally approved by the Policy Lead.
Procedure exceptions must include:
- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

6   Related Documentation

6.1   NASA Collective Agreement

Document History

Date	Action/ Change
December 10, 2019	*Changed Policy Lead to Registrar*