

Timetabling FAQs

- 1. I have an arrangement not to be timetabled between 4pm and 6pm due to caring commitments. Will this be extended so that I am not scheduled to teach between 4pm and 8pm?**

Yes, the Timetabling team will assume that any current restrictions that apply up to 6pm will be extended to 8pm.
- 2. I currently do not have a timetabling arrangement in place as my caring responsibilities mean that I am available to teach up to 6pm, however, these responsibilities prevent me from being able to teach after 6pm. Can I request not to be scheduled to teach between 6pm and 8pm?**

Any requests for the 19/20 academic year will be considered on a case-by-case basis. If it transpires that you have been scheduled to teach after 6.00pm, please contact your Course Coordinator in the first instance who will then liaise with the Timetabling team.
- 3. I have been scheduled to teach until 8pm and have a 9am session the following day. Is it possible to change this?**

The Timetabling team will try to ensure that a member of staff who is scheduled to teach up to 8pm is not scheduled to recommence teaching at 9am the following morning. Where this cannot be accommodated, the team will seek to limit such scheduling to a minimum and where possible to one-off events.
- 4. I have been scheduled to have three late finishes (8pm) in a week. Is it possible to change this?**

The Timetabling team will seek to avoid scheduling staff to have a succession of late teaching slots in any given week. In the unlikely event that this happens, the team will seek to ensure that, where possible, this is a one-off occurrence. The team will seek to accommodate requests to reschedule successive late classes where possible on a case-by-case basis. Please contact your Course Coordinator in the first instance who will then liaise with the Timetabling team.
- 5. Will the extended teaching day operate on all days of the working week?**

Teaching has only been extended to 8pm on Mondays, Tuesdays and Thursdays
- 6. I have teaching starting at 9am - can you guarantee I won't have teaching finishing at 8pm on that day?**

The Timetabling team will make all reasonable efforts to ensure you will not be asked to teach after 6pm on that day.
- 7. Some of my students have part-time jobs and will not be able to attend lectures and seminars in the evening. How will we take this into account?**

For any lectures that students are unable to attend they will be able to move to other slots by contacting their school office. Panopto (the new digital video system) will be available and students unable to attend some sessions should be able to access via this. In the case of seminars, there are likely to be multiple seminars that students can attend.
- 8. Why doesn't the University schedule undergraduate teaching on Wednesday afternoons? This could alleviate some of the current problems.**

The University, like many other institutions, attempts not to schedule undergraduate teaching on a Wednesday afternoon. This has traditionally been to allow students to take part in sporting activities and more recently to engage in a range of extra-curricular activities.

9. Where can I go for more advice and information or to share concerns?

The University wants to ensure you are supported as much as possible. The Course Coordinator is the first step who will liaise with the Timetabling team. For concerns that can't be resolved through that initial route, you can of course discuss any concerns with your Head of School, who will explore all possible alternatives to find replacement teaching faculty willing to carry out the teaching.