

## School Common Hour

The Timetable Advisory Group responsible for advising on the ongoing oversight and management of timetabling processes at the University has now considered the following Timetable Project Review recommendation:

*That each school be free to identify a small number of key educational activities (but not timetabled classes) which can be scheduled at an early stage in order to permit other classes to be scheduled 'around' them.*

At the Timetabling Advisory Group meeting in August 2015 an interim solution was put in place for the 2016 timetable. At the December meeting of the Group a review of the interim solution took place and the Group agreed to adopt the interim solution as the approved University process. Below is an outline of the approved process for Schools requesting a School Common Hour (SCH) and the factors that will be considered by Timetabling Services when identify potential timeslots for the SCH.

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### Identifying a School Common Hour (SCH)

Schools will be invited to request Timetabling Services to identify a suitable common hour after the draft timetable is released for checking. As the window for checking the draft is tight it is important that the draft is checked thoroughly by the relevant staff.

Business process and factors that will be taken into consideration:

- The Timetabling Services team will identify a one-hour slot for Semester 1 and 2 only
- The SCH will be achieved by the least amount of class moves required.
  - *For example:* If there is a timeslot on a Monday at 10am that requires 3 class moves and a timeslot on a Tuesday at 11am that requires 10 class moves, the Monday timeslot will be approved, not the Tuesday timeslot.
- The SCH will not necessarily be the same time and/or day for each semester
- The SCH could be anytime allocated between Monday-Friday 9am-5pm. Times outside of this can also be requested.
- To allow Timetabling Services to identify the SCH:
  - Schools to check draft timetable and submit changes in a timely manner
  - Teaching staff should already be allocated to classes;
  - Staff Unavailability data processes must be completed and entered in the timetabling system
  - Timetabling Services cannot commence SCH identification until these processes have been completed
- Timetabling Services will not consider casual staff when identifying the SCH