



Scheduling of Classes/Examinations

Category: Academic;

Jurisdiction: Provost and Vice President, Academic; Senate Academic Committee;

Approval Authority: Senate;

Established on: September 22, 1986;

Amendments: September 29, 2000.

Resolved that:

1. each department appoint a Scheduling Representative to work with the Scheduling Co-ordinator where possible have a Scheduling Representative serve for several years; that the Scheduling Representative, in consultation with and under the general direction of the Scheduling Co-ordinator, be responsible for preparing an initial draft of the departmental Fall/Winter class schedule that fulfils program requirements and fairly and equitably accommodates the needs and interests of the department, students and faculty; and that the Scheduling Representatives be responsible for the liaison between departments and the Scheduling Co-ordinator.
2. the Scheduling Co-ordinator prepare a Scheduling Instructions for Scheduling Representatives that includes a description of the responsibilities of the Scheduling Representatives, the dates on which information is due to be exchanged between them and the Scheduling Co-ordinator, scheduling policies, and other relevant scheduling information such as rooms available and their facilities.

Review Period: 7 years;

Date for Next Review: 2019-2020;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.