Office of the Registrar
Scheduling

TIMETABLE CONSTRUCTION ALGORITHM

The following algorithm was used to construct the Fall and Winter 2011-12 course timetable. Requested changes to the timetable must be in agreement with this algorithm. We will not adjust the timetable for issues or programs that are not a part of the algorithm.

Programs for Students (2011-12 calendars):

1. Undergraduate major and coop programs.
2. Graduate and PhD programs.
3. Undergraduate courses and non-undergraduate programs in the Faculty of Education.
4. Intensive English Language Program.

Although we have done our best to update our student program information for the 2011-2012 calendars, please note that because of the extension of the Undergraduate Program Committee deliberations on program approval we may not have had accurate information regarding the construction of your program prior to start of construction of the timetable. Please report any conflicts where there may be two or more required courses in the same time slot, or where an elective course is in conflict with a single section required course only for the programs noted above. (Combined major and certificate programs were not included in the construction. Student program declaration must equal 25 or more to be included in timetable construction.)

Faculty Algorithm:

1. 8 hours elapsed time/day from start of first class to end of last class.
2. Back to back classes allowed.
3. 3 hours maximum consecutive time for single class or back to back classes with minimum one hour break.
4. Medical and religious accommodations.
5. Members of Senate and Graduate Council meeting times.
6. Place of residence is not a factor in construction of the timetable; however, some leniency is possible during timetable adjustment if instructors are being hired on a limited contract and due to the economic situation.

In addition to the above algorithm which is used for all instructors, the following apply to members of BUFA only:

1. Minimum 1 guaranteed research day (full 24 hours).
2. When a member teaches past 1900 the first class the following day is timetabled no earlier than 1100.
3. Timetabling Committee approved accommodations. Note that this is only applied prior to construction of the timetable and new requests are not normally accommodated.

Rules specific to BUFA are not applied to instructors with other agreements or to temporary fictitious instructors.

Please report any violations to the above-named rules if the instructor is not willing to sign off.

Please note:

Always use a fictitious instructor name in the timetable when the hiring or re-hiring process has not yet taken place (for example CUPE contracts). If the preliminary timetable includes names of persons who have not been hired for new contract for Fall and Winter 2011-12, please request an adjustment to a fictitious name.

Teaching Assistants on secondary seminars and tutorials:

1. The slot spread for secondary seminars and tutorials timetabled in daytime periods was set to 12. For example, this means that a course with 24 seminars may potentially overlap slots at the maximum rate of two in the same period. A course with 12 or fewer seminars or tutorials should have no slot overlaps. Please advise if this timetabling of secondary seminar, lab or tutorial components has produced staffing issues which should be resolved.

2. Evening seminars and tutorials have been timetabled on the same evening as the lecture in an immediately before or immediately after pattern as evenly spread as possible. Please advise if this timetabling of secondary seminar, lab or tutorial components has produced staffing issues which should be resolved.

Teaching Patterns (BUFA collective agreement):

Primary components:

- One 2 hour class per week
- One 3 hour class per week
- Two 1 hour classes per week
- Two 1.5 hour classes per week
- Three 1 hour classes per week

Exceptions to these teaching patterns occur only in the following areas:

- Education: one 4 hour class per week
- Mathematics: four 1 hour classes per week (specific courses)
- Fine Arts: one 5 hour class per week

Secondary Components:

- Seminars: 1 or 2 hour time slots
- Tutorials: 1 or 2 hour time slots

- Labs: 1, 2 or 3 hour time slots

Please choose an approved teaching pattern when requesting courses be added to the timetable. Note that evening courses run entirely on one evening, therefore the pattern must be a single delivery (example one two hour or one three hour class/week).

Secondary seminar, lab and tutorial sequencing

The algorithm is not set to allow for sequencing of secondary seminar, labs, or tutorials. Please do not ask for components to be sequenced with the lecture.

Course Notes/Restrictions

Course notes (lower case letters) – please report any changes to these to Scheduling.

Restrictions (upper case letters) – note that these may not have been adjusted at this time. Please report changes to Evelyn Di Fruscio.

Timetable FW11 Construction Algorithm
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