

The University of Tennessee

Policies for Scheduling of General Instructional Space

*Adopted by the UT Space Committee 02/15/02
Updated 04/28/04*

I. Definitions

General instructional space: Space in academic buildings suitable for use by scheduled classes in more than one discipline is "general instructional space." Included are spaces classified in UT's Facilities Database as: general purpose classrooms, auditoria, seminar rooms, some special purpose classrooms, some class laboratories, and some meeting rooms.

Nationalized classrooms: All general instructional space is "nationalized," meaning that a department cannot hold space vacant when regularly-scheduled classes need to be scheduled.

Fill ratio: "Fill ratio" denotes the percent of the student stations in a classroom which will be occupied of the class's enrollment capacity provided by the academic department is reached.

First priority for scheduling: Some buildings and classrooms have been renovated or constructed to provide general instructional space for special pedagogical needs of a discipline or group of disciplines. While this special attention to the needs of a discipline or group of disciplines does not preclude use by other disciplines, a system of "first priority" has been instituted to ensure that the disciplines for which the instructional spaces were designed are able to use them. A college or department which enjoys first priority scheduling is enabled to schedule regularly-scheduled classes and scheduled associated academic activities in specific general instructional space provided that a fill ratio of 80% is met. The college or department must release the space to the Registrar's Office for scheduling at other times. First priority scheduling arrangements currently in effect are:

Alumni Memorial: School of Music

Art/Architecture Building: School of Art; College of Architecture and Design

Austin Peay: Department of Psychology

Ayres: Department of Mathematics

Biology Annexes: Division of Biology

Burchfiel: Department of Geography

Claxton: College of Education, Health, and Human Sciences; Department of Computer Science

Claxton Addition: College of Education, Health, and Human Sciences

Communications: College of Communication and Information

Dabney/Buehler: Department of Chemistry

Dougherty: College of Engineering

Dunford: Department of History; Career Services

Earth and Planetary Sciences: Earth and Planetary Sciences

Estabrook: College of Engineering

Ferris: College of Engineering

Glocker: College of Business Administration

Henson: College of Social Work

Hesler: Division of Biology

Hoskins: Department of Mathematics

HPER: College of Education, Health, and Human Sciences

Humanities and Social Sciences: Departments located within McClung Tower and History

Jessie Harris: College of Education, Health, and Human Sciences

Law Complex: College of Law

Music Building: School of Music

Neyland: Department of Audiology and Speech Pathology, Department of Anthropology

Nielsen: Department of Physics

Nursing: College of Nursing

Pasqua: Department of Nuclear Engineering

Perkins: College of Engineering

Stokely Management Center: College of Business Administration

Temple Court: MARCO

Walters Life Sciences: Division of Biology

Technology override of first priority scheduling: Technology-intensive classes that require use of facilities upgraded by the Student Facilities Fee may displace first priority commitments to allow their use of an appropriately-sized classroom (80% fill ratio) within the stock of upgraded classrooms.

Use fee: Conferences, Non-credit Courses, national test administration and other activities which charge a fee for participation may be charged a use fee to defray a portion of the cost of cleaning and maintaining facilities. Assessment of fees is determined by the Chancellor's.

II. Policies for Use and Scheduling of General Instructional Space:

A. Priorities for Scheduling:

First Priority

First priority will be given to regularly scheduled credit classes meeting on the standard University time schedule maintained by the Registrar's Office, which have an 80% fill ratio and for their associated final examinations. (Final examinations must be given in the space assigned by the Registrar's Office unless otherwise approved by the appropriate Dean and the Office of the Vice Chancellor for Academic Affairs.)

Second Priority

Second Priority will be given to regularly scheduled credit classes meeting on the standard University time schedule maintained by the registrar's Office and for their associated final examinations. (Final examinations must be given in the space assigned by the Registrar's Office unless otherwise approved by the appropriate Dean and the Office of the Vice Chancellor for Academic Affairs.)

Third Priority

Third Priority will be given to regularly scheduled credit classes which are meeting at times other than those of the standard University time schedule maintained by the registrar's Office and for their associated final examinations. *(Effective Spring, 2003, all requests to teach courses at non-standard times must be submitted to the appropriate Dean's office for review and then forwarded to the Provost's office for final approval. The Registrar's Office is not empowered to list a class as "TBA" in the Timetable with the intent of scheduling a room for a non-standard time at a later date. Once a non-standard time is approved, the Registrar's Office will schedule the final examination for the course along with other final examinations and include it in the timetable.)*

Fourth Priority

Fourth Priority will be given to regularly scheduled academic activities, such as make-up examinations, extra class meetings, or required project meetings.

Fifth Priority

Fifth Priority will be given to Departmentally-sponsored events. Space assignments of such activities may be changed up to one week prior to the event if the space scheduled is needed for a higher priority activity.

Sixth Priority

Sixth Priority will be given to meetings of Registered Student Organizations. These organizations may schedule instructional space subject to the following provisions:

- a) Prior approval must be obtained to utilize any equipment or electronic devices assigned to the meeting space.
- b) The Student Organization will be responsible for returning the classroom to the condition in which it was found. If furniture or equipment is moved, it must be returned to its original location, and any trash must be collected and disposed of properly.
- c) Any damage must be reported immediately to the Office of the Dean of Students at 974-3179. The full cost of repair or replacement of the item(s) damaged will be the responsibility of the Student Organization. Failure to report damage or to provide prompt reimbursement may result in loss of scheduling privileges.
- d) Noise levels must be kept to a moderate level comparable to that of classroom use. Others working or studying in surrounding areas must not be distracted by noise.
- e) Groups that wish to schedule regular meetings throughout the semester will be allowed to do so, on a provisional basis, but should be aware that their space assignment may be changed with one week notification prior to a scheduled meeting if the space is needed for a higher priority activity.
- f) Space assignments of such activities may be changed up to one week prior to the event if the space scheduled is needed for a higher priority activity.

B. Use of Space

1. All posted policies with respect to food and drink must be adhered to.
2. If furniture or equipment is moved, it is to be returned to its original position at the conclusion of the activity.