The University of Tennessee
Policies for Scheduling of Space

Approved February 29, 2016
Revised September 24, 2018

Policy Objective: To ensure the efficient use of University space by describing processes for scheduling classes, final exams, and activities.

1. Definitions
    1.1. Usage Classifications
        1.1.1. <u>Classes</u> are instructional delivery for which students register using the standard student information system.
        1.1.2. <u>Standard class meeting times</u> are published online (https://registrar.utk.edu/valid-class-times/) by the Office of the University Registrar.
        1.1.3. <u>Non-standard class meeting times</u> are class meeting times that are not listed in the table of standard class meeting times, but that both begin at a standard class beginning time and end at a standard class ending time.
        1.1.4. <u>Invalid class meeting times</u> are class meeting times that are neither standard nor non-standard.
        1.1.5. <u>Final exams</u> are end-of-semester assessments of students' performance in classes. The final exam schedule for each fall and spring term is determined by the Office of the University Registrar and is published online (https://registrar.utk.edu/calendar/).
        1.1.6. <u>Activities</u> are all meetings, events, and other uses that are neither classes nor final exams.
            1.1.6.1. <u>Academic activities</u> include exams (whether regular exams or make-up exams) that are scheduled outside the regular meeting time(s) for a class, extra class meetings, required project meetings, and any other meetings and events that are scheduled by academic units.
            1.1.6.2. <u>Non-academic activities</u> are meetings and events scheduled by student groups, university committees, and all other activities that are not covered in 1.1.6.1.
            1.1.6.3. <u>Major activities</u> are those that extend for more than one day and/or serve more than 100 persons. Major activities may be either academic or non-academic.
    1.2. Every space will be associated with a unit or office that has <u>administrative priority</u> for use of the space. This may provide the unit with earlier scheduling opportunities for the space and with the ability to review other units' request to use the space.
    1.3. Space Classifications
        1.3.1. <u>Instructional spaces</u> are those spaces that are used primarily to accommodate classes.
        1.3.2. <u>Meeting/event spaces</u> are those spaces that are used primarily to accommodate activities.

1.3.3. <u>Special use spaces</u> are any instructional spaces or meeting/event spaces that have unique characteristics (e.g., specialized labs, outdoor spaces). These spaces are reserved for use by the unit that has administrative priority for the space, or by any other unit that receives permission to use the space from the administrative priority holder.

1.4. Capacity

1.4.1. <u>Maximum capacity</u> is the maximum number of persons who may occupy the space. For a space that has multiple configurations, the maximum capacity of the space may be configuration-dependent.

1.4.2. <u>Fill ratio</u> is the fraction of maximum capacity that a unit anticipates will be needed when the unit uses the space.

1.5. <u>AdAstra</u> is the tool used for scheduling space. It should be used for scheduling all instructional and meeting/event spaces.

2. Ownership and Use of Space

2.1. The University owns all buildings and outdoor spaces.

2.1.1. Instructional and meeting/event spaces will be supported by central services such as facilities services, OIT, and security, except as explained in 2.1.2.

2.1.2. Auxiliary units will be responsible for support of spaces as per existing agreements established through the office of the Vice Chancellor for Finance and Administration.

2.2. The University Space Committee (USC) is responsible for ensuring that indoor and outdoor spaces are used efficiently and in ways that support the University's missions. Policies in this document apply to indoor spaces. A companion document (hyperlink to be added) provides policies for the use of outdoor spaces.

2.2.1. The USC will apply and revise "Policies for Scheduling of Space" (this document).

2.2.2. The USC will assign space classifications.

2.2.3. The USC will assign administrative priorities for instructional spaces, meeting/event spaces, and office spaces.

2.2.3.1. Typical space utilization patterns will be used to identify initial administrative priority assignments.

2.2.3.2. The Office of the University Registrar will be assigned administrative priority for all instructional spaces, with the exception of special use spaces, that have a maximum capacity of 100 or more.

2.2.4. The USC may assign differential space classification and/or administrative priority based on time of day or day of the week.

2.2.5. The USC will create and maintain a website (https://provost.utk.edu/committees/task-force-on-space-policy/) that includes the Policies for Scheduling Space as well as a summary list of space classification, administrative priority, and capacity for each instructional and meeting/event space.

2.2.6. All requests for action by the USC must be submitted either through a college office (for units housed in a college) or through the appropriate vice chancellor (or the vice chancellor's delegate). Units requesting action by the USC are responsible for providing adequate justification for the requested assignment and also determining whether the request may affect other departments/units. A list of

the units that will be affected must be provided as part of the request submitted to USC.

3. Scheduling of Classes and Final Exams
   3.1. Guiding Principles
      3.1.1. The Registrar will coordinate scheduling of classes and final exams before instructional space is made available for any other uses.
      3.1.2. Classes and final exams will be scheduled primarily in instructional spaces.
      3.1.3. Use of meeting/event spaces for classes and/or final exams will be routed through AdAstra for approval by the Vice Chancellor (or designee) of the unit that has administrative priority for that space.
      3.1.4. The Office of the University Registrar maintains a calendar (https://registrar.utk.edu/calendar/) that shows, for each term:
         3.1.4.1. The deadline for submitting timetable requests.
         3.1.4.2. The date on which scheduling begins.
         3.1.4.3. The beginning and ending dates for the priority scheduling period.
         3.1.4.4. The date on which bulk scheduling begins.
      3.1.5. Room assignments will appear in the timetable and are a critical part of semester planning for students. The Registrar will not provide room assignments for classes for which the meeting time is TBA.
      3.1.6. Classes are discouraged from meeting at non-standard or invalid class times without a pedagogical justification for doing so. All classes, including those classes that meet at non-standard or invalid class times, must conform to University guidelines governing credit hour assignments (https://catalog.utk.edu/).
         3.1.6.1. The appropriate Dean's office and the Provost's office must approve any invalid class times two weeks prior to the opening of scheduling for a given semester.
         3.1.6.2. Any unit that schedules invalid class meeting times without prior approval may have its administrative priority to space revoked and/or may be assigned lower priority during bulk scheduling.
      3.1.7. Final exams must be given in the space assigned by the Registrar unless otherwise approved following the approval process described in the Catalog.
      3.1.8. Technology-intensive classes that require the use of specific technology may displace higher priority commitments to allow use of appropriately sized instructional spaces within the stock of technology-enabled instructional spaces.
   3.2. Priority Scheduling Period
      3.2.1. During the priority scheduling period, a unit with administrative priority to instructional spaces will have full ability to schedule and make any changes to the schedule for classes in those spaces.
      3.2.2. When priority scheduling ends:
         3.2.2.1. Only units with administrative priority for special use instructional spaces will be able to continue to make changes to the schedule for those special use spaces.
         3.2.2.2. Any other changes to the timetable must be made by the Registrar except increases to capacity (up to 100% of maximum capacity) or changes in instructor name.

3.2.2.3. Any requests for changes other than those in 3.2.2.2 must be directed to the Registrar through AdAstra workflow by a Department Head, Associate Dean, Dean, or authorized designee of one of these administrators.

3.2.2.4. Classes scheduled during the priority scheduling period that have a fill ratio below 80% may be moved during bulk scheduling.

3.3. Bulk Scheduling Period

    3.3.1. Classes not scheduled during the priority scheduling period will be scheduled in bulk by the Registrar into any instructional spaces (except designated special use spaces) that are open at the end of the priority scheduling period.

    3.3.2. Bulk scheduling will occur according to the section information entered into Banner by the established deadline, and according to the preferences provided by each unit. The Registrar will use that information to build an optimized schedule. Preferred days and times cannot be guaranteed.

    3.3.3. During bulk scheduling the Registrar will prioritize scheduling as follows:

        3.3.3.1. First priority will be given to classes that meet at standard times and have a fill ratio of 80% or higher, and for their associated final exams.

        3.3.3.2. Second priority will be given to classes that meet at standard times and have a fill ratio below 80%, and for their associated final exams.

        3.3.3.3. Third priority will be given to classes that meet at non-standard times and have a fill ratio of 80% or higher.

        3.3.3.4. Fourth priority will be given to classes that meet at non-standard times and have a fill ratio below 80%.

        3.3.3.5. Classes that meet at invalid times will be assigned rooms only after all classes that meet at standard and non-standard times have been scheduled.

3.4. The Registrar may, with permission of the administrative priority holder, schedule classes and final exams in special use spaces.

4. Scheduling of Activities

4.1. All requests for scheduling activities will be routed through AdAstra workflow processes using forms developed by the AdAstra implementation taskforce.

    4.1.1. The unit with administrative priority for a requested space will have the opportunity (but not the requirement) to approve the use of the space for activities.

    4.1.2. Any request that results in required services (e.g., facilities services, OIT, security, catering) will be routed to the appropriate office.

    4.1.3. Any requests for serving food and/or beverage will be considered in the context of existing catering and alcohol policies (hyperlink to be added pointing to new catering policy which needs to be developed).

    4.1.4. Any requests involving solicitation will be considered in the context of the solicitation policy. (https://universitytennessee.policytech.com/dotNet/documents/?docid=300&public=true).

4.2. Priorities for Activity Scheduling

    4.2.1. Units with administrative priority for a space may choose to require AdAstra workflow that gives them the ability to approve or deny requests for scheduling

activities in that space. If so, they may choose to approve all requests based on priorities appropriate to the unit.

4.2.2. For spaces for which the unit with administrative priority does not require advance approval, requests will be filled based on the following priorities:

4.2.2.1. First priority for academic activities that have a fill ratio of 80% or higher.

4.2.2.2. Second priority for non-academic activities that have a fill ratio of 80% or higher.

4.2.2.3. Third priority for any activities with a fill ratio below 80% on a first-requested, first granted basis.

4.3. Time Guidelines

4.3.1. Activities may not be scheduled into instructional spaces until bulk scheduling and final exam scheduling has been completed.

4.3.2. Most activities cannot be scheduled more than 15 months in advance of the current date, although a unit with administrative priority for a requested meeting/event space may approve major activities further in advance.

4.3.3. Major activities must be scheduled a minimum of seven days prior to the event.

4.3.4. Space assignments for activities may be changed any time up to one week prior to the activity if the space scheduled is needed for a higher priority activity. The moved activity will be provided with comparable space.

4.4. Other

4.4.1. When instructional spaces are used for activities, noise levels must be kept to a moderate level comparable to that of instructional use. Others working or studying in surrounding areas must not be distracted by noise.

4.4.2. Blocking off any space as a contingency for an activity that "might" happen is strongly discouraged.

4.4.3. As soon as an entity is aware of the need to cancel an activity, the person responsible for scheduling should process a cancellation through AdAstra.

4.4.4. Entities that repeatedly violate guiding principles may be reported to the University Space Committee which may take actions such as (but not limited to) cancelling future reservations and removal of administrative priority assignments.

5. Fees

5.1. No fees may be charged for any university spaces unless they have been approved by the Vice Chancellor for Finance and Administration and posted online (https://events.utk.edu/wp-content/uploads/sites/65/2019/01/Facility-Usage-Fee-Schedules-1.pdf).

5.2. Internal users will not be charged fees for use of university space except as approved by the Vice Chancellor for Finance and Administration.

5.3. External users may be charged for use of university spaces at posted rates approved by the Vice Chancellor for Finance and Administration.

6. Appeals

6.1. Decisions made by the University Space Committee will be reconsidered upon request. Such a request should be addressed to the Committee and should include a justification for reconsideration and any relevant supporting documentation. If the Committee affirms its initial decision, a formal appeal of the decision can be filed according to the procedures outlined below.

6.2. Appeals to decisions made by the University Space Committee will be heard at a meeting of the Vice Chancellors for Academic Affairs, Finance and Administration, and Student Life or their designees.

6.3. Appeals to scheduling of spaces for classes and/or final exams will be heard by the Vice Chancellor for Academic Affairs (Provost) or her/his designee.

6.4. Appeals to scheduling of spaces for activities will be heard by the Vice Chancellor (or designee) in whose area administrative priority for the disputed space has been assigned and by the Vice Chancellors (or designees) through whom the disputing parties report.