



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.23, **TTUHSCEP Classroom Scheduling Policy**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to provide specific guidance for the scheduling of classrooms.

REVIEW: This HSCEP OP will be reviewed on June 1 of every even-numbered year (ENY) by the Director of Classroom Support or designees, with recommendations for revision forwarded to the Executive Vice President for Academic Affairs or designee by June 15.

Policy/Procedure:

Classroom Scheduling shall be the responsibility of TTUHSCEP Presidents Office. Oversight of academic classroom scheduling resides with the President's designee.

1. All classroom space within the Texas Tech University Health Sciences Center El Paso (HSCEP) is available for use by each of the component schools. Although repeated use of the same classroom space from year-to-year does not establish a scheduling priority on that space, it is recognized that continuity of classroom assignment from year-to-year may be an advantage. In order to help maintain this continuity and to provide a systematic method for classroom assignments, all scheduling of TTUHSCEP classroom space is coordinated through the President's Office with the following exceptions:
 - a. Clinical teaching space is scheduled by each individual department.
 - b. Scheduling for the Clinical Simulation Center is the responsibility of the Director of Clinical Simulation Center until such time as there is one center on campus.
 - c. Laboratory space designed for student use is scheduled by the Department of Medical Education.
 - d. The Gross Anatomy Lab is scheduled by the department of Medical Education.
2. Scheduling of classroom space will be done under the following guidelines in order of highest priority first:
 - a. **Type of activity.** Academic classes have priority over any other event. HSCEP activities have priority over non-HSCEP activities. The next priority is given to health related organizations. All requests for classrooms from non-HSCEP organizations will be reviewed by President's designee and forwarded with a recommendation to President for approval.
 - b. **Class size.** Classroom capacity will be matched as closely as possible to course enrollment.
 - c. **Fitness for purpose.** Classrooms especially suited for the type of teaching activity required will have priority. Classes using TechLink resources will be given priority in TechLink-equipped classrooms.
 - d. **Continuity of room assignments.** Courses will be assigned in a single room with the time slot and days of the week assigned as close as possible to the schedule requested.

- e. **Instructor preference.** If a preference is stated by the course instructor for a given classroom, it will be honored whenever possible.
3. In order to provide adequate time for classroom assignment and resolution of scheduling conflicts to the designated scheduling person in the Office of the President by the deadlines established in advance. Summer and Fall Academic Schedules are due March 1st. Spring schedules are due October 1st. Classroom assignment will be considered final once the schedules have been set. After this date, the process for reassignment of classroom space due to schedule changes will follow the guidelines below:
 - a. Minor changes which do not conflict with other courses can be made directly by the designated person in the office of the President.
 - b. Major changes involving altering the time of day that a class meets or adding dates to the schedule must be done in consultation with the individual responsible for course scheduling in that school.
 - c. Potential conflicts arising from a request for a major change will be resolved by the President's designee and, if necessary, a recommendation for final approval forwarded to the President.
4. The responsibility for adjourning classes on time rests with the faculty of the respective schools. Persistent conflicts with respect to overlapping into time assigned to another class will be resolved, where possible, through the President's designee.
5. All non-academic classroom requests will not be scheduled until all of the academic classes are scheduled and will only be scheduled on a semester by semester basis. Spring events will be scheduled after November 1 and summer and fall events will be scheduled after April 1.
6. A department or registered student organization may not gain permission to use space or facilities on campus and then permit the space or facilities to be utilized by any other person, organization, or off-campus group. All scheduling must be done by the end user.
7. University space may not be used for personal purposes.
8. Cancellations should be made in a timely manner.
9. In order to provide for effective and efficient use of the HSCEP teaching space, the President will bi-annually review recommendations as to:
 - a. The effectiveness of classroom use and the classroom scheduling guidelines;
 - b. Adequacy of classroom resources and furnishings; and
 - c. Alternative use of classroom space vs. scheduling needs.