AC.2.22.1 Academic Scheduling

Schedule A

Scheduling Appeals Committee
Terms of Reference

A. Mandate and Authority
1. The committee arbitrates decision items during the scheduling process for credit and non-credit programs and courses. It does not address issues relating to new/proposed programs.
2. The committee reports to SAIT’s Scheduling Oversight Committee
3. Decision reviewed include but are not limited to:
   • Constraints
   • Acting as the decision maker (as per the decision matrix) on competing requests for the same space, dates, and times
   • Issues of priority space
   • Late change requests that require approval as per Schedule B
   • Multiple room bookings for an individual course (this is when an instructor for one course wants more than one room booked at the same time to instruct that one course)

B. Accountabilities
1. The committee will record and track appeals and the decisions/outcomes of each appeal.
2. The committee will submit a monthly report to SAIT’s Scheduling Oversight Committee a minimum of one week before their meetings. This report will include statistics reflecting the number and type of appeals received and outcome of each appeal

C. Additional Projects:
1. Reviewing space usage, definitions, and designations.

D. Membership:
1. The committee is comprised of 5 representatives (with each member required to have one back-up delegate) as follows:
   • Two members from the Academic Division, reflecting a mix of different schools and roles
   • One member from Continuing Education/Professional Studies
   • One member from the Office of the Registrar
   • One member from Facilities Management
2. The term of membership is for one academic year, with members encouraged to commit for two academic years.
E. Meetings
1. The quorum for a meeting is 3 members.
2. The committee meets a minimum of bi-monthly and more frequently during peak periods. During peak times, decisions will need to be made imminently and will require a mechanism for electronic voting.

F. Review of Terms of Reference
1. The committee will review its terms of reference annually
2. The committee will submit its TOR for approval to SAIT’s Scheduling Oversight Committee.

G. Committee Procedures
1. The committee will develop timelines and process for agenda items.
2. The committee will develop procedures relating to the following:
   a) Adjudication of Constraints
      i) An annual review of constraints should be conducted and then term by term as necessary.
      ii) Primarily adjudicated at the time preliminary schedules are produced and then as necessary.
   b) Late change request adjudication: late change requests need to be adjudicated within 48 hours. Refer to Schedule B.
   c) Program/course conflict decisions: refer to Schedule C.