

**The University of Tennessee**  
**Policies for Scheduling of Space**

DRAFT, September 1, 2015

Policy Objective: To provide a process designed to maximize the use of all instructional and meeting/event spaces by facilitating a mix of classes, final exams, and activities.

1. Definitions

1.1. Space Classifications

- 1.1.1. Instructional spaces are all spaces that can effectively accommodate classes and final exams that appear in the academic timetable maintained by the Registrar.
- 1.1.2. Meeting/event spaces are all spaces for which the primary, but not exclusive, purpose is use for activities.
- 1.1.3. Special use spaces are any instructional or meeting/event spaces that have unique characteristics (e.g., specialized labs, outdoor spaces) and may only be used by the unit with priority access or by permission of that unit.

1.2. Usage Classifications

- 1.2.1. Classes are instructional delivery for which students register using the standard student information system.
  - 1.2.1.1. Standard classes are those that start and end at times shown on the University time schedule maintained by the Registrar.
  - 1.2.1.2. Non-standard classes are those that start and/or end at times other than the standard time schedule maintained by the Registrar.
- 1.2.2. Final exams are scheduled to assess student learning on material covered in classes and are scheduled by the Registrar for all standard classes.
- 1.2.3. Activities are all meetings, events, and other uses that are NOT either classes or final exams.
  - 1.2.3.1. Academic activities include exams (including make-up exams) that take place outside the regular weekly meeting time(s) for a class, extra class meetings, required project meetings, and any other meetings and events that are scheduled by academic units.
  - 1.2.3.2. Non-academic activities are meetings and events scheduled by student groups, university committees, and all other activities that are not covered in 1.2.3.1.
  - 1.2.3.3. Major activities may be either academic or non-academic and extend for more than one day and/or serve more than 100 persons.

- 1.3. Administrative priority will be assigned to each instructional and meeting/event space and will provide the unit that has received administrative priority with earlier scheduling opportunities and possible reservation review for that space.

1.4. Capacity

- 1.4.1. Maximum capacity is the maximum number of persons who may occupy the room.
- 1.4.2. Fill ratio denotes the percent of maximum capacity that will be occupied for the anticipated attendance by the requestor for the particular space.

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

- 1.6. Bulk scheduling is a process in which AdAstra automates room requests using optimization algorithms.
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 as 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 maximizing efficiency of how instructional and meeting/event spaces are used.
    - 2.2.1. The USC will apply and revise the policies for scheduling of space.
    - 2.2.2. The USC will assign space classifications.
    - 2.2.3. The USC will assign administrative priorities for instructional and meeting/event spaces.
      - 2.2.3.1. Typical space utilization patterns will be used to identify initial administrative priority assignments.
      - 2.2.3.2. The Registrar will be assigned administrative priority to instructional spaces, with the exception of special use spaces, that have a capacity of 100 or more.
    - 2.2.4. The USC may assign differential space classification and/or administrative priority based on time of day.
    - 2.2.5. The USC will create and maintain a website 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.
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 of the Vice Chancellor (or designee) of the unit that has administrative priority for that space.
    - 3.1.4. The Registrar maintains a calendar (hyperlink to be added) that shows:
      - 3.1.4.1. The deadline for submitting timetable requests
      - 3.1.4.2. When scheduling begins for any term
      - 3.1.4.3. When units with administrative priority to instructional spaces may schedule classes, and
      - 3.1.4.4. When 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. Non-standard class times are discouraged unless they have a pedagogical justification.

- 3.1.6.1. Courses that appeared at non-standard times in the previous academic year are permitted to retain the same non-standard time in the next scheduling cycle.
- 3.1.6.2. The appropriate Dean's office and the Provost's office must approve any new non-standard class times two weeks prior to the opening of scheduling for a given semester.
- 3.1.6.3. Any unit that schedules new non-standard class times without approval may lose administrative priority to space and/or bulk scheduling priority.
- 3.1.7. Final exams must be given in the space assigned by the Registrar unless otherwise approved by the appropriate Dean and the Provost two weeks prior to the exam period.
- 3.1.8. Technology-intensive classes that require 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 seats in space) 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 less than an 80% fill ratio 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 as follows:
    - 3.3.3.1. First priority will be given to standard classes that have an 80% fill ratio and for their associated final exams
    - 3.3.3.2. Second priority will be given to standard classes that do not have an 80% fill ratio and for their associated final exams
    - 3.3.3.3. Third priority will be given to non-standard classes that have an 80% fill ratio

3.3.3.4. Fourth priority will be given to non-standard classes that do not have an 80% fill ratio.

#### 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 priority access to requested space will have the opportunity (but not the requirement) to approve activity uses.

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 (hyperlinks to be added pointing to both existing alcohol policy and 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 (<http://go.utk.edu/solicitationevent-requests/>).

#### 4.2. Priorities for Activity Scheduling

4.2.1. Units with administrative priority to space may choose to require AdAstra workflow that gives them individual approval for all requests for scheduling activities in those spaces. If so, they may choose to approve all requests based on priorities appropriate to the unit.

4.2.2. For spaces that do not require approval by the unit with administrative priority, requests will be filled based on the following priorities:

4.2.2.1. First priority for academic activities that have an 80% fill ratio

4.2.2.2. Second priority for non-academic activities that have an 80% fill ratio

4.2.2.3. Third priority to any entity with less than 80% fill ratio on a first-requested, first granted basis.

#### 4.3. Time Guidelines

4.3.1. Activities may not be scheduled into instructional spaces until bulk class/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 the 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 at: (hyperlink pointing to fee schedule).
  - 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. 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.
  - 6.2. Appeals to assignments of spaces for classes and/or final exams will be heard by the Vice Chancellor for Academic Affairs (Provost) or his/her designee.
  - 6.3. Appeals to assignments 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.