

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES

<b>Title:</b>	Scheduling and Space Management
<b>Policy Number:</b>	04.34.11
<b>Issuing Authority:</b>	Office of the President
<b>Responsible Officer:</b>	Senior Vice President and Chief Operating Officer
<b>Date Created:</b>	July 11, 2005
<b>Date Last Amended/Reviewed:</b>	November 2022
<b>Date Scheduled for Review:</b>	July 2024
<b>Reviewing Office:</b>	Office of Facilities Information Resources & Management

### **Scope of the Policy and Rationale**

This policy consolidates all existing university policies governing class scheduling, space management, event scheduling and external group's access to university space on domestic campuses and adds a requirement for the use of the university's central scheduling and space management systems.

### **Policy**

The space subject to this policy includes all instructional, research, public service, academic support, student service, institutional support, specialty event, operation and maintenance space on Temple University's Main Campus, Health Sciences Campus, Ambler Campus, and Center City locations. The office of Facilities Information Resources & Management (FIRM) oversees and coordinates all space management activities of the university and is responsible for the recommendation of policies and procedures to provide for centralized room inventory, control, and efficient utilization of all university space for domestic campuses.

The University Scheduling Office (USO) is responsible for efficient scheduling of classes and events within all instructional spaces for domestic campuses.

Student Center Operations (SCO) is responsible for the scheduling and reservation of events in multi-purpose buildings, specialty event spaces, and shared use facilities on Main Campus, and the Health Sciences Center. Event reservation requests for the Ambler campus should be directed to the Office of Student Life.

### **I. Space Management**

The university, through FIRM, controls the allocation of all Temple University owned or leased space. Blocks of space are assigned for use by university operational units but will be reviewed and monitored for efficient use by FIRM. All

needs for change in current space use and allocations must flow through the cognizant senior administrative officer as well as Facilities Management and FIRM. Procedures shall be maintained to allow this to happen in a consistent way.

When the same space is requested by several university groups or for various uses, FIRM will give priority in the allocation of space in the following order: (1) instructional activities for credit, (2) non-credit instructional activities sponsored by the university, (3) administrative functions, (4) student organizations and activities, (5) community groups and organizations, and (6) other uses that do not fall under any of the above categories.

In instances in which space becomes vacant due to moves to new space, elimination, reduction or change of an existing function, downsizing of staff, or any other reason, such space will be considered unassigned and revert to the control of the university through FIRM. No budget unit or individual is authorized to occupy space simply because it is vacant.

### ***Requests for Space***

Requests for space by a university unit must be made to FIRM on the official Space Request Form. This form is available online and routed through the requesting unit's budget approval workflow. Use of this form will initiate FIRM's review, in conjunction with appropriate administrators, to determine the allocation or disposition of space.

A Space Request Form is not required for units conducting routine reallocations, changes in use, or renovations of existing space within the same department/center. However, all units are required to notify FIRM of any reallocations, renovations, or changes in the use within their assigned space prior to proceeding with a Facilities Work Order to the Project Delivery Group.

All units requesting the long-term assignment (1+years) of additional physical space in university facilities on the Main Campus, Health Sciences Center, Ambler Campus and Center City location should submit a completed Space Request Form. This includes the reassignment of space from one unit to another and space available as the result of new facilities coming online.

Requests for space by units will route through the appropriate administrative channels via the Space Request Form. FIRM will present a recommendation to the cognizant officers within the Office of the Provost and the Office of the Vice President of Planning and Capital Projects. The cognizant officers may convene with appropriate university administrators for comments and information and may ask that units requesting space provide additional justification.

In the case of a student group or organization seeking an allocation of permanent administrative space, the principal officer of the student group submits the request

on the official university form to the Office of the Vice President for Student Affairs for consideration.

Once FIRM and the responsible senior university officers have completed their reviews, the following actions can be taken:

1. The request is denied or held for future consideration, whereupon FIRM will notify the requesting unit, with copies to the responsible senior officers, including the reason for denial or hold of the request.
2. The request is approved, whereupon the requested additional space is transferred to the requesting unit and, if necessary, the Project Delivery Group will develop a capital improvement program with cost estimates for any requested renovations or modifications. This cost estimate is then reviewed by the requesting and/or funding unit for feasibility. If the requesting/funding unit wishes to proceed based on the cost estimate, work moves forward through Facilities Management to complete the request, and a copy of the notification to proceed is sent to FIRM for its records. If the requesting/funding unit decides not to proceed, a notification of that decision is to be sent to FIRM for its records.

## **II. Space Scheduling**

The USO will be responsible for ensuring that all space in the university is scheduled efficiently and effectively for both class and class-related scheduling as well as for events for both internal and external audiences. In this scheduling role, USO will continue to assign certain space to schools and colleges for their specific class scheduling use and to coordinate with administrative offices for event scheduling.

### ***Administrative Space***

All space scheduling for all rooms and all purposes should be entered into the university's central scheduling system. For classroom scheduling, information must be reserved in the university's student information system, which automatically records scheduled events in the central scheduling system. For non-class event scheduling, information is entered directly into the university's central scheduling system.

Certain areas of the university are not currently required to use the central scheduling system for buildings assigned to their exclusive use, but the university reserves the right to review and change those exceptions in its discretion.

Scheduling of offices and the individuals assigned to those offices as well as conference room scheduling will generally be done by the units assigned blocks of space for their use. However, FIRM will monitor the utilization of all space assigned in blocks to various units to ensure efficient utilization and will make changes to those block allocations if needed.

Each non-class event scheduled will automatically be assigned a Confirmation Number. University Physical Plant Work Requests related to any event scheduling must include the Confirmation Number.

### ***Classroom Space & Scheduling Matrix***

To ensure the effective and efficient use of classrooms and to meet the needs of students and faculty to have adequate space within an efficient schedule to carry out the instructional functions of the university, a scheduling matrix (shown in Appendix A) has been developed for both daytime and night-time class scheduling for undergraduate classes on the Main Campus and on the Ambler Campus. All classes must be scheduled pursuant to the class scheduling matrix according to the following guidelines:

1. Daytime classes should be scheduled in two formats: at an identical approved matrix time block on Monday, Wednesday and Friday; or at an identical approved matrix time block on Tuesday and Thursday. If necessary, associated recitation or laboratory sessions may be scheduled at additional times on the approved university matrix. Every effort to ensure the most efficient use of classroom space should be made when scheduling these sessions. The relevant Matrix is attached as Appendix A.
2. Evening classes should be scheduled in two formats: at an identical approved matrix time block on Monday and Wednesday; or at an identical approved matrix time block on Tuesday and Thursday. In lieu of the 1 ½ hour, two night per week schedule, an option exists to schedule classes for a longer period of time one night per week; but use of this one-night-per-week option must be approved by USO. Any requests for exceptions must be sent to the Vice Provost for Undergraduate Studies and USO.

Classes in the professional schools listed in the previous section of this policy are currently exempt from this matrix requirement.

All requests for exceptions to the matrix will require the review and approval of the Vice Provost for Undergraduate Studies. The Vice Provost for Undergraduate Studies will review the justifications offered for each exception and will notify the requesting unit of the approval or disapproval of the matrix exception. In addition, a list of approved exceptions will be included in the Space Utilization Report that, upon request, will be submitted to the President and/or Provost each Fall and Spring semester by the USO.

Matrix exceptions may be granted on either a one-time or recurring basis. USO will establish and maintain a list of repeating, qualified off-matrix courses, and will provide copies to the Office of the Vice Provost for Undergraduate Studies or other appropriate university officials.

In addition to scheduling on the approved university matrix, departments should seek to spread class schedules on all days of the week (Monday through Friday) and throughout the day in approximately equal proportions. Specifically, daytime sections should be scheduled as evenly as possible throughout the full matrix. Additionally, an approximately equal number of sections should be scheduled on each day of the week from Monday through Friday. This means that schedulers should attempt to schedule as many sessions on Monday, Wednesday, Friday time blocks as they do on the Tuesday and Thursday time blocks.

Prior to a course being open for enrollment, space must be identified and scheduled for that course or course section. In addition, all course matrix exceptions must be submitted for consideration by USO and the Provost's Office prior to the beginning of the scheduling process for the semester in which the matrix exception is requested to take effect.

Each semester the Office of the University Registrar issues a master schedule calendar that establishes deadlines for course scheduling in order to complete the printed and electronic schedule of classes that will be available for student registration. All schools and colleges should submit their tentative schedules far enough in advance to allow time for USO and the University Registrar to review schools' and colleges' overall schedules prior to finalization of space assignments and the publication of the semester schedule of classes.

USO may review and/or audit departmental scheduling practices for adherence to this policy at any time.

### ***Summer Matrix***

To maximize the use of space during the summer, schools and colleges should follow the Summer Matrix, attached as Appendix B. Undergraduate and graduate classes not on the Summer Matrix will be scheduled last, and only when space is available. Assigning classes that are scheduled off the summer matrix to centrally scheduled computer labs or smart rooms may not be possible.

## **III. Event Scheduling**

### ***External Individuals and Groups***

Temple University facilities are available to external users in accordance with policy number 04.34.01, subject to internal demand and the educational mission of the university. Use of any facility shall not be authorized where the use may interfere with the conduct of university activities. The accomplishment of the educational mission of the university has first priority in all decisions concerning use of any facility under this policy.

Requests for the use of residence hall spaces for overnight accommodation will be considered on a case-by-case basis and must be incidental to a meeting or

conference of an educational character being held on the premises or otherwise related to an educational endeavor or the university's mission. Requests from external groups for the use of residence halls must be submitted to Student Center Operations & Conferences via email request. Such requests will be reviewed by appropriate university offices before approving space use.

Requests from external groups for the use of non-instructional/performance facilities (other than residence halls) on the Main Campus and Health Science Center Campus must be submitted through SCO using the online reservations system.

Requests from external groups for the use of facilities on campuses other than Main Campus and HSC should be submitted to the administrative office for the respective campus in accordance with the applicable published procedures. In addition, the university may delegate responsibility for scheduling certain of its facilities to outside entities who schedule and specify the use of the facility, e.g., management of the Liacouras Center.

External users shall be required to indemnify the university from property damage and carry comprehensive liability insurance relating to use of the facility documentation. External users shall provide the university with evidence, in the form of a certificate of insurance or a form otherwise satisfactory to the university, of the user's financial responsibility for such indemnity obligation. In addition, users of major public facilities, i.e., auditoria, sports fields; specialized athletic or other activity facilities, i.e., gymnasias, swimming pools; and parking lots, whether or not admissions are charged, shall be required to provide evidence of additional insurance coverage.

External users must also comply with applicable university policies, including, but not limited to, the university's policy on the Safety of Minors in University Programs.

Any external group (or individual) seeking to use university facilities must agree to pay for the university's costs related to the group's use of facilities such as, but not limited to, janitorial services, safety officers, set-up and break-down, special equipment, and rental fees, as determined by the appropriate office of the university. These costs will be standardized in accordance with normal university charges for such services, including a reasonable administrative overhead fee. The university reserves the right, in its sole reasonable discretion and judgment, to deny the use of its facilities by external users or to require external users to pay for additional safety and security personnel, as the university may deem necessary to ensure the safety or security of university personnel, students, visitors or the immediate neighborhood attending or in the vicinity of the event.

In connection with the process to grant permission for use of non-instructional or performance space to external groups, it is expected that FIRM will designate appropriate administrative staff at the Ambler and Health Sciences campuses and

the Temple locations at Center City, Fort Washington, and Harrisburg to act on behalf of the university in the receipt and processing of requests for use of facilities, provided that on all campuses and at all locations FIRM will make the final determination in all matters relating to the application or determination of the policy guidelines contained herein.

### ***Student Groups/Organizations***

A student group or organization shall be defined as any group of Temple University students (undergraduate, graduate, professional) that has been duly registered with the Office of Student Activities. Student groups on Main Campus may request space for sponsored activities and information about any applicable restrictions through the following areas:

- Specified rooms in the Student Center
- Specified rooms in Morgan Hall
- Specified rooms in Mitten Hall
- Specified rooms in Mitten Annex
- Certain outdoor areas: The Bell Tower, Liacouras Walk, Founders Garden, Founders Circle, Ritter Quad, Columbia Park

These requests will be reviewed by the Office of the Vice President for Student Affairs or its designee and granted on a first-come, first-served basis.

Student groups seeking to reserve instructional space shall direct those requests to SCO for review and approval (via [reservations.temple.edu](https://reservations.temple.edu)). Academic space requests by student organizations are routed to USO for approval and status is shared with the student organization by SCO. Requests for student organization use of academic space are not permitted until the close of the drop-add period at the start of each semester.

### **Notes**

#### **1. History:**

In 2005 this policy was created to consolidate and revise the Classroom Scheduling Policy and Interim Space Management Policy

Amended in January 2022 to reflect reorganized university offices and updated online space scheduling and request processes.

#### **Last Amended:**

Approved by the President on July 11, 2005

Updated in January 2018

Updated and amended in January 2022

November 2022

## **2. Cross References**

Policy # 04.34.01

Use of University Facilities by External Groups

Policy # 04.34.02

Employers Access

Policy # 04.61.12

Safety of Minors in University Programs

Policy # 04.61.13

Visitor and Volunteer Policy and Procedures

Policy # 04.62.12

Temple University Laboratories- Visitors and Volunteers Policy and Process

Policy # 04.61.14

Background Checks for Employees Having Contact with Minors 2:

Updated to reflect current Bylaws and job titles.



## *Appendix A*

<b><u>3 CREDIT SECTIONS (FULL TERM)</u></b>			<b><u>4 CREDIT SECTIONS (FULL TERM)</u></b>		
<b>Monday, Wednesday, Friday</b>		<b>Tuesday and Thursday</b>	<b>Monday, Wednesday, Friday</b>		<b>Tuesday and Thursday</b>
8:00 to 8:50		8:00 to 9:20	8:00 to 9:10		8:00 to 9:40
9:00 to 9:50		9:30 to 10:50	9:20 to 10:30		9:50 to 11:30
10:00 to 10:50		11:00 to 12:20	10:40 to 11:50		11:40 to 13:20
11:00 to 11:50		12:30 to 13:50	12:00 to 13:10		13:30 to 15:10
12:00 to 12:50		14:00 to 15:20	13:20 to 14:30		15:30 to 17:10
13:00 to 13:50		15:30 to 16:50	14:40 to 15:50		
14:00 to 14:50			16:00 to 17:10		
15:00 to 15:50					
16:00 to 16:50					
<b><u>3 CREDIT SECTIONS (FULL TERM)</u></b>			<b><u>4 CREDIT SECTIONS (FULL TERM)</u></b>		
<b>Monday and Wednesday</b>		<b>Tuesday and Thursday</b>	<b>Monday and Wednesday</b>		<b>Tuesday and Thursday</b>
17:30 to 18:50		17:30 to 18:50	17:30 to 19:10		17:30 to 19:10
19:00 to 20:20		19:00 to 20:20	19:20 to 21:00		19:20 to 21:00
20:30 to 21:50		20:30 to 21:50			
<b>Monday, Tuesday, Wednesday, <u>OR</u> Thursday</b>			<b>Monday, Tuesday, Wednesday, <u>OR</u> Thursday</b>		
17:30 to 20:00			17:30 to 20:50		

**PART OF TERM 7A AND 7B:** Courses that meet in part of term 7A or 7B in the Fall or the Spring, must choose 2 of the full term meeting patterns from the above chart in order to meet the required meeting minutes. The 2 meeting patterns chosen may be consecutive, but it is not required. For example, a 3-credit 7A or 7B course could meet on MWF 8:00-9:50 (MWF 8:00-8:50 combined with MWF 9:00-9:50) or it could meet MWF 8:00-8:50 and TR 8:00-9:20.

## *Appendix B*

### **3 CREDIT SECTIONS**

#### **12 weeks**

M,T,W, R or F	8:30-11:25	10:10-13:05	11:50-14:45	13:30-16:25	17:30-20:25
MW <b>or</b> TR	8:30-10:00	10:10-11:40	11:50-13:20	13:30-15:00	17:30-19:00
TWR	8:30-9:30	10:10-11:10	11:50-12:50	13:30-14:30	17:30-18:30

#### **6 weeks**

M,T,W,R or F	8:30-14:50				
MW <b>or</b> TR	8:30-11:25	10:10-13:05	11:50-14:45	13:30-16:25	17:30-20:25
TWR	8:30-10:30	10:10-12:10	11:50-13:50	13:30-15:30	17:30-19:30
MTWR	8:30-10:00	10:10-11:40	11:50-13:20	13:30-15:00	17:30-19:00
MWTRF	8:30-9:40	10:10-11:20	11:50-13:00	13:30-14:40	N/A

#### **4 weeks**

M,T,W, R or F	8:30-17:45				
MW <b>or</b> TR	8:30-12:55	10:10-14:35	11:50-16:15	13:30-17:55	N/A
TWR	8:30-11:25	10:10-13:05	11:50-14:45	13:30-16:25	17:30-20:25
MTWR	8:30-10:45	10:10-12:35	11:50-14:05	13:30-15:45	17:30-19:45
MTWRF	8:30-10:15	10:10-11:55	11:50-13:35	13:30-15:15	N/A

### **4 CREDIT SECTIONS**

#### **12 weeks**

M,T,W,R or F	8:30-12:25	10:10-2:05	11:50-3:45	1:30-5:25	5:30-9:25
MW <b>or</b> TR	8:30-10:30	10:10-12:10	11:50-1:50	1:30-3:30	5:30-7:30
TWR	8:30-9:50	10:10-11:30	11:50-1:10	1:30-2:50	5:30-6:50
MTWR	8:30-9:30	10:10-11:10	11:50-12:50	1:30-2:30	5:30-6:30

#### **6 weeks**

M,T,W,R or F	8:30-16:50				
MW <b>or</b> TR	8:30-12:25	10:10-14:05	11:50-15:45	13:30-17:25	17:30-21:25
TWR	8:30-11:10	10:10-12:50	11:50-14:30	13:30-16:10	17:30-20:10
MTWR	8:30-10:30	10:10-12:10	11:50-13:50	13:30-15:30	17:30-19:30
MWTRF*	8:30-10:05	10:10-11:45	11:50-13:25	13:30-15:05	N/A

#### **4 weeks**

MW <b>or</b> TR	8:30-14:50				
TWR	8:30-12:25	10:10-14:05	11:50-15:45	13:30-17:25	17:30-21:25
MTWR	8:30-11:25	10:10-13:05	11:50-14:45	13:30-16:25	17:30-20:25
MTWRF	8:30-10:50	10:10-12:30	11:50-14:10	13:30-15:50	N/A