



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 60.16, **Education and General Space Scheduling and Usage**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide effective and efficient scheduling of University education and general (E&G) space in order to optimize the use of University facilities.

REVIEW: This HSC OP will be reviewed by June 1 of every even-numbered year (ENY) by the TTUHSC Registrar, the Assistant Vice President of Technology Services, Academic Affairs and Curriculum Committee, and Academic Council.

POLICY:

1. Administration

E&G space usage and scheduling is the responsibility of TTUHSC Registrar's Office. To facilitate this activity, the Registrar's Office will utilize scheduling software in coordination with Banner. .

a. Review

In order to provide for effective and efficient use of TTUHSC teaching space, an annual review will occur in order to determine:

- (1) The effectiveness of classroom usage and the classroom scheduling guidelines.
- (2) Adequacy of classroom resources and furnishings.
- (3) Alternative uses of classroom space versus scheduling needs.
- (4) Classroom equipment usage and potential changes needed.
- (5) Videoconference and associated equipment for effective and efficient use for all events.

2. Scheduling

a. Rules and Responsibility

- (1) All reserved space will be scheduled through TTUHSC scheduling software that has been institutionally approved to manage such space for academic and institutional use.
- (2) Academic scheduling is the responsibility of the Registrar's Office.
- (3) To provide a systematic method for classroom and laboratory assignments, all scheduling of TTUHSC classroom and laboratory space is coordinated through the Registrar's Office.

b. Any classrooms or laboratories that are not scheduled for an educational activity may be scheduled for other activities. Scheduling Priority

Scheduling of classrooms will be executed under the following guidelines in order of highest priority first:

- (1) **Type of activity in the following order:**
 - a. Academic teaching and instructional activities that involve formal participation commitments from two or more TTUHSC schools, or from multiple programs within a single school, and require coordinated scheduling across curricula. Examples include interprofessional education activities, multi-school or multi-program simulations, coordinated assessments or examinations, training exercises, standardized patient encounters, and other large-scale required academic events.

- b. Academic teaching and instruction, including but not limited to lectures, seminars, laboratories, practicals, examinations (e.g., written exams, comprehensive exams, OSCEs), clinical simulations, and other course-related instructional or assessment activities, including those requiring larger or specialized spaces. Course-related instructional and assessment activities retain academic scheduling priority regardless of instructional format, method of delivery, or space requirements. Activities that involve formal participation commitments from two or more TTUHSC schools, or from multiple programs within a single school, will be scheduled with priority.
 - c. Research, professional development, administrative, and operational activities, including meetings, conferences, trainings, and similar functions.
 - d. Student requests including student organization meetings and activities not directly associated with a scheduled academic course.
 - e. Non-HSC events, including requests from outside entities or organizations.
- (2) **Fitness for purpose.** Classrooms especially suited for the type of teaching activity required will have priority. Classes requiring videoconferencing resources will be given priority in spaces with this resource.
 - (3) **Class size.** Classroom capacity will be matched as closely as possible to course enrollment.
 - (4) **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.
 - (5) **Instructor preference.** If a preference is stated by the course instructor for a given classroom, it will be considered once all other above priorities have been met.

Classroom assignments are based on availability and institutional scheduling priorities. Due to competing requests and finite classroom resources, specific room assignments cannot be guaranteed. The Registrar's Office assigns classrooms to maximize facility utilization while accommodating academic, instructional, and instructional technology requirements..

c. **Academic Scheduling Request Deadlines**

In order to provide adequate time for classroom assignment and resolution of scheduling conflicts, academic units will be responsible for developing course schedules in Banner, including the assignment of faculty whenever possible, by the deadlines established below.

- (1) **Summer** academic schedules are due **February 1st**
- (2) **Fall** academic schedules due **April 1st**
- (3) **Spring** academic schedules due **September 1st**

After these deadlines have passed, any changes or additions to the schedule must be submitted to the Registrar's Office. Late requests will be addressed once scheduling requests made prior to the deadlines are completed.

d. **Academic Scheduling Requests after Deadlines**

Classroom assignments 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:

- (1) Submit additions or changes to the Registrar's Office
- (2) Minor changes which do not conflict with other courses can be made directly by the Registrar's Office.
- (3) 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(s) responsible for course scheduling in that school.

- (4) Potential conflicts arising from a request for a major change will be resolved by the Registrar.
- (5) Academic schedule changes requested after semester deadlines will not be given priority over other events that may have been scheduled. If these events prevent classes from being held, then the Registrar may renegotiate with the parties involved.

e. Unauthorized Scheduling Requests

A department or registered student organization may not request to use classroom space on campus and then permit the space to be utilized by any other person, organization, or off-campus group. All scheduling must be done by the person, organization, or off-campus group requesting use of the space.

f. Non-Academic Scheduling Requests

To ensure appropriate use of instructional space and alignment with institutional priorities, all classroom use not associated with coursework found in the TTUHSC catalog must follow a standardized scheduling process.

All requests for non-academic classroom use must be submitted through the institution's scheduling system and are subject to review and approval by the Registrar and/or the Office of the Provost prior to confirmation.

Non-academic classroom requests will only be considered after all academic classes have been scheduled. Such requests are approved on a semester-by-semester basis.

- (1) Individuals who are not TTUHSC faculty members must obtain prior approval from the Dean before using a classroom for any purpose. Once granted, this approval must be formally documented in the institution's scheduling system to ensure compliance, accountability, and accurate record keeping.
- (2) Requests, including but not limited to continuing education sessions, workshops, meetings, or special programs must be submitted in advance through the designated scheduling system.
- (3) The institution reserves the right to deny or revoke classroom use for any request that does not adhere to this policy.

3. Classroom Usage

All classrooms within TTUHSC are available for use by all schools and departments. Repeated use of the same classroom space from year-to-year does not establish a scheduling priority for that space; however, continuity of classroom assignments will be considered as much as possible.

a. Rules and Responsibility

- (1) **Classroom academics and events must maintain a minimum of a 10-minute window between events.** This is necessary so that occupants can leave the space and provide time for participants of the next event to be seated and videoconference resource allocations can be connected for subsequent videoconference events.
- (2) **Responsibility for ending events on time resides with the faculty of the respective schools for classes and event coordinator for non-class events.** Conflicts with overlap into the time assigned to another class or event will be resolved through the Registrar or the designated individuals at each of the regional campuses.
- (3) **TTUHSC maintains certain spaces that are designated for exclusive use.** Scheduling software will be configured to allow only those authorized to approve use of certain restricted spaces. Restricted places include, but are not limited to, the President's Conference Room, Provost's Conference Room, Dean's Conference Rooms, etc

b. Student Scheduling Guidelines

Students across all TTUHSC campuses have the privilege to use classrooms as study space with the following guidelines:

- (1) **Schedule time.** Classrooms can be reserved for times after 5 p.m. until 8 a.m. on weekdays and at any hour on weekends and holidays. TTUHSC events have priority over student study group reservations and may be scheduled at any time.
- (2) **Reservation period.** Reservations must be renewed weekly on a first-come first-serve basis, with the reservation period to schedule during the week beginning each Monday at 8:00 a.m. Reservations can include holidays.
- (3) **Group size.** Study groups reserving classrooms/study rooms should consist of 3 or more members to maximize room usage. Last names of the study group members must be turned in when the room is reserved.
- (4) **Security.** Security officers are notified of all study groups and may ask students to identify themselves with their ID badge to resolve scheduling conflicts.
- (5) **Education technology use.** Students are allowed to use classroom computers for study purposes only. Projectors can be used as long as the projectors are turned off when not being used.
- (6) **Cleanliness.** Students must allow housekeeping to clean the room. Students should also straighten up the room at the end of their study session for class usage the next day.

c. Unauthorized Personal Use

University space may not be used for personal purposes, see TTUHSC OP [61.01 Use of TTUHSC Facilities, Equipment, Supplies, and Services for Private Purposes Prohibited](#).

4. Cancellations and No-Shows

Cancellations must be made in a timely manner. Failure to cancel a reservation prior to the start of the event may create unnecessary preparation by the staff in the Office of the Registrar. Repeated instances of cancellations without providing proper notice could lead to a loss of classroom scheduling privileges.

5. Violations

Any violation of this policy may result in disciplinary action, up to and including termination of employment. TTUHSC reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity.

a. Disciplinary Repercussions

Misuse of TTUHSC institutional resources is a violation of the policies contained herein and can result in disciplinary action in accordance with, but not limited to, TTUS Regulation 07.07 [Employee Conduct, Coaching, Corrective Action, and Termination](#) and [77.05 Suspension and Retention](#), as well as the [Student Handbook](#).