

Standard Operating Procedure (SOP): Course Scheduling and Class Assignment Protocols

This SOP defines the **course scheduling and class assignment protocols**, including procedures for creating and managing course schedules, assigning instructors to classes, optimizing class sizes, coordinating room allocations, handling schedule conflicts, and communication of schedules to students and staff. The goal is to ensure an efficient, organized, and balanced course timetable that meets academic requirements and maximizes resource utilization.

1. Purpose

- To standardize methods for scheduling courses and assigning instructors.
- To optimize use of physical and human resources while considering academic needs.
- To ensure transparent communication of course schedules.

2. Scope

- Applies to all academic departments and administrative staff involved in course scheduling, class assignments, and room management.
- Includes undergraduate and graduate course offerings each academic term.

3. Definitions

Term	Definition
Course Schedule	A timetable showing all courses offered, their times, rooms, and instructors.
Class Assignment	Allocation of an instructor and classroom to a scheduled course section.
Schedule Conflict	Overlap of courses, instructors, or rooms that prevents proper scheduling.

4. Responsibilities

- **Academic Scheduler:** Manages course timetable, resolves conflicts, and communicates schedules.
- **Department Heads:** Approve course offerings and nominate instructors.
- **Registrar:** Publishes final schedule and maintains official records.
- **Instructors:** Confirm availability and communicate scheduling constraints.

5. Procedure

1. **Course Offerings Collection**
 - Departments submit proposed course offerings with instructor preferences prior to scheduling deadline.
2. **Preliminary Schedule Creation**
 - Academic Scheduler drafts timetable including days, times, and proposed room assignments.
3. **Class Assignment**
 - Assign instructors to each course based on availability and expertise.
 - Ensure compliance with teaching load policies.
4. **Room Allocation**
 - Assign rooms based on class size, course requirements, and room availability.
5. **Class Size Optimization**
 - Adjust sections, merge or split classes to optimize room and instructor resources.
6. **Conflict Detection and Resolution**
 - Identify scheduling conflicts (time, room, instructor) using scheduling software/tools.
 - Resolve conflicts via adjustments after consultation with concerned parties.
7. **Approval and Finalization**
 - Submit schedule to department heads for review and approval.
 - Registrar finalizes and locks schedule for publication.
8. **Schedule Communication**
 - Distribute finalized schedule to students, instructors, and staff via email and institutional portals.
9. **Ongoing Adjustments**
 - Make necessary adjustments post-publication due to enrollment changes or unforeseen issues following

the established change protocol.

6. Communication

- All schedule updates must be formally communicated to affected parties immediately.
- Use official channels (institutional email, LMS announcements, web portal).

7. Records and Documentation

- All schedules, assignment decisions, approvals, and conflict resolutions should be archived according to institutional policies.
- Maintain logs for all schedule changes and communications.

8. Review and Continuous Improvement

- Conduct annual reviews of scheduling processes.
- Incorporate feedback from students, faculty, and administrative staff to improve future scheduling cycles.