FACULTY HANDBOOK

This Faculty Handbook is published by Khadamat Timetabling Team as a resource and reference. If you have any queries about Timetabling Services, the Faculty Handbook is the first place to find answers.

خدمات khadamat

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AN OVERVIEW OF TIMETABLING SERVICES

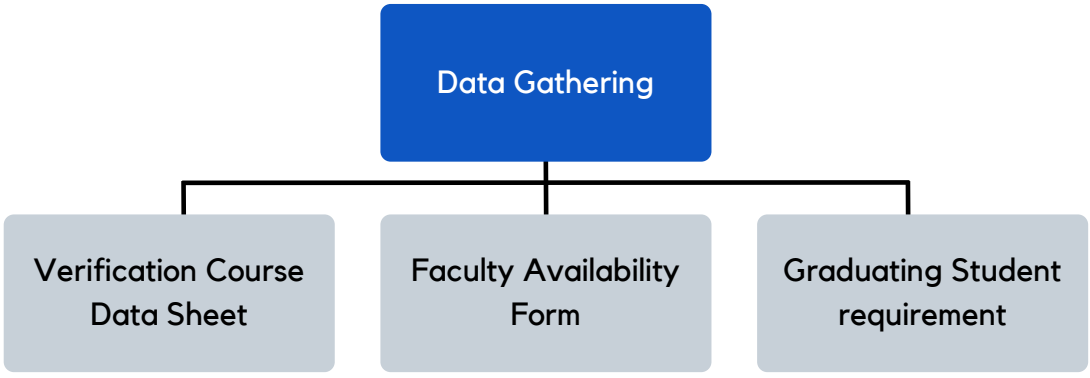
The Khadamat Timetabling Team provides the following services to the UAEU:

Timetable Scheduling	The production of timetables for the academic teaching for the Fall, Spring and Summer semesters
Room Booking	Ad-hoc room bookings for teaching rooms, lecture theatres, various halls and auditoriums on the Male and Female campus.
Final Exam	Final Exam room allotments based on the Final exam key

The Timetabling Team can be contacted at:
03-7138080, timetable@khadamat.ae
Operating Hours: Sunday – Thursday

SCHEDULING PROCESS (PHASE I)

Data Gathering - This process involves gathering the following information from the Colleges:



1. Verification Course Data Sheet

Verification Course Data Sheets are sent during the data gathering phase before Semester Scheduling begins.

Timetabling Team sends the Verification Course Data Sheet to the Colleges → Colleges to review and revise the data → Colleges to return the verified Verification Course Data Sheets to the Timetabling Team

Khadamat Timetabling Team extracts the Course information from the previous Fall/Spring Semester in the Timetabling software (Facility CMIS) and updates the Verification Course Data Sheet with the following information:

- Dept (eg: ARCH, BUSA, PSYC, GLNG etc.)
- Course Code (eg: FDSC250, HSC300 etc.)
- Course Title
- Courses that cannot be scheduled together with the specified course
- Delivery pattern (2 x 75 mins, 3 x 50 mins etc.)
- Lab/Lecture Session
- Building (Only if Lab is required)
- Type of Room (CLASSROOM /PCLAB /LAB - Specify Room Number for Shared Labs)
- Equipment Requirements (if any)

It is **very crucial that the Colleges/Departments take the time to verify and update this file** as required in order to ensure smooth scheduling and producing clash free timetables.

2. Faculty Availability

Faculty Availability form is to be used by Faculty members who have administrative or other duties. The teaching load of the academic administrators should not be restricted to specific days/times. For faculty members who have regular official assignments outside the University and may need exception should provide approval from the Provost.

****All Faculty Availability forms have to be approved by the Dean and Provost.**

Unavailability due to Administrative duties	Academic Administrators might be released from teaching on Thursdays only. The teaching load of the academic administrators should not be restricted to specific days/times.
Unavailability due to Academic Reasons	• Faculty Availability forms need not be used for other Academic reasons such as Graduate Teaching and should be informed to Khadamat through the Department scheduler in a spreadsheet. • Faculty teaching in Abu Dhabi or Dubai should be released from teaching after 12:00 noon based their teaching schedule in Abu Dhabi/Dubai.
Unavailability due to Non-Academic Reasons	For non-academic (personal cases), the request should be forwarded to the Provost Office by the Dean. Decisions to such cases will be made by the Provost on a case by case basis.

The Timetabling Team ensures that the courses assigned to the Faculty member are scheduled around the Faculty unavailability.

Notes:

Meetings of College and Department Councils and other committees are to be scheduled on Thursdays to avoid interruption of teaching and the possibility of affecting class scheduling.

3. Graduating Students Requirement

Colleges/Departments must provide the Graduating Students Requirement prior to Scheduling phase in order to ensure that the Graduating Students have a conflict free schedule.

Notes:

The courses that should not be scheduled together for Graduating Students have to be mentioned in a separate file (MS word/excel). For example:

Student Id	Student Name	Course Requirements
200716543	Aisha Youssef	BIOC401,BIOC496,BIOL500
200711125	Mary Smith	PUBL401,PUBL404

Scheduling Process (PHASE II)
TIMETABLE CHANGES

Timetable Changes

- Room Changes
- Faculty Changes
- Time Changes

Responsibility Matrix	
Timetabling Team	**Colleges**
Assigns Day, Time & Room for Undergraduate Courses	Creates Courses, Sections & assigns Faculty names and ceiling in Banner

1. Room Change Process

Faculty members/staff can request for Room changes by sending email to timetable@khadamat.ae

Alternate rooms will be allocated based on availability

New room confirmation will be sent by email to the requester

2. Time Change Process

During all phases → Approval - Designated College Representative & Provost Office

Notes:

- Request to be sent ONLY by Advising Unit/Designated College Representative to timetable@khadamat.ae
- Any time change requested, need to be supported with a VALID REASON.

3. Faculty Change Process

Colleges to update the Faculty names in Banner for respectives Courses

Timetabling Team updates Faculty Names in Timetabling system

Timetabling Team highlights Faculty travel time concerns, Faculty Unavailability & Faculty conflicts that arise due to the faculty changes, if any

4. Agreed Travel Times between Campus buildings:

Building 1	Building 2	Travel Time
C - Series	F - Series	30 minutes
C - Series	H - Series	20 minutes
E - Series	F3	15 minutes
F - Series	H - Series	20 minutes

- The Timetabling Team ensures adequate travel time is provided for Faculty members while scheduling the Draft Schedule for each semester.

STUDENT REGISTRATION

1. Early registration

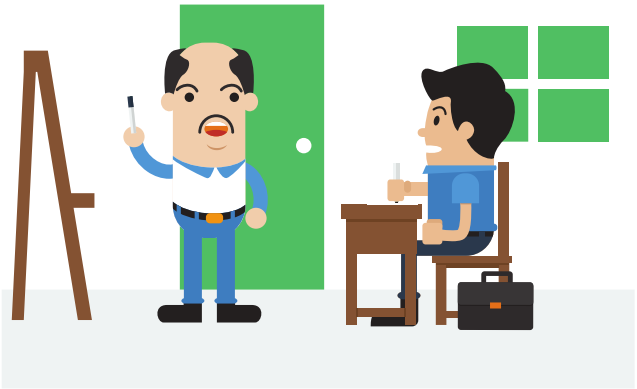
- Three week long early registration process

2. Late registration

- One week long late registration process.

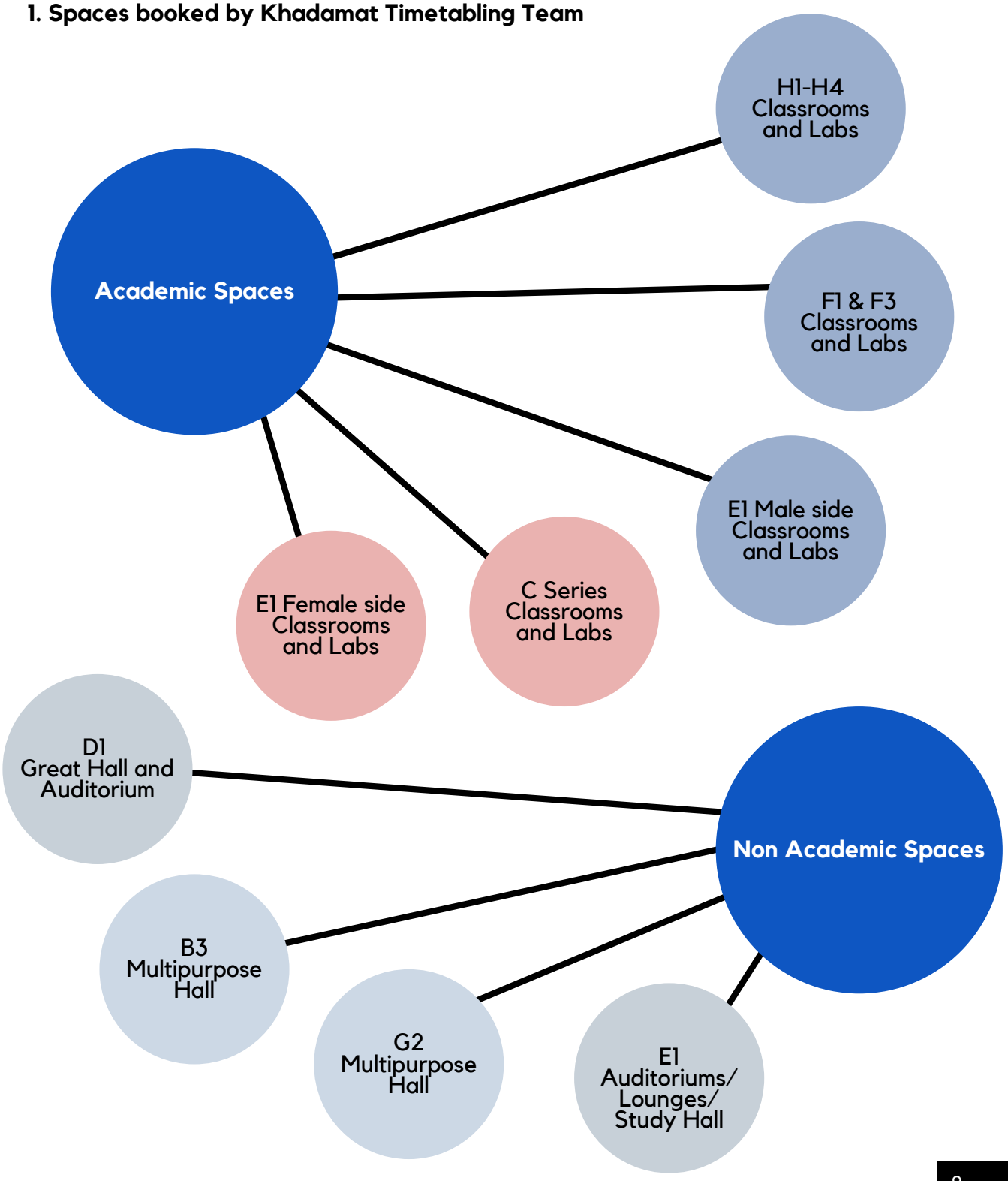
Notes:

- All time changes must be approved by the Designated College Representatives and Provost Office.

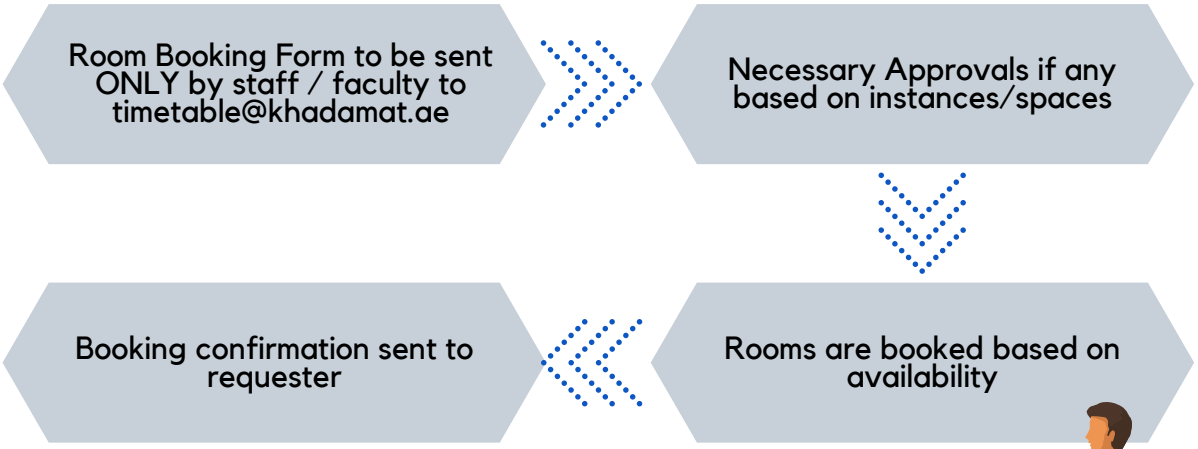


ROOM BOOKING

1. Spaces booked by Khadamat Timetabling Team



2. Room Booking Process



a) Advantages of Room booking Process

- Prevents unauthorized use of space
- Minimize confusion/follow ups in case of incomplete requests

b) Spaces/Instances where approvals are required

Space/Instances	Approval Authority
Crescent Building Auditorium & Great Hall	Building Coordinator for Crescent Building
Mixed Gender events	Academic Events- Dean of College Non Academic Events- Dean of Students
Room bookings for the whole semester	Department Chair
Room bookings for the whole semester	Department Chair

c) Spaces that are not bookable by Khadamat

- Meeting rooms
- Cafeterias, Food court, Dining Halls
- Sports Hall
- Area in front of classrooms or lobbies
- Open spaces outside UAEU buildings

Notes:

- Multipurpose Halls would only be booked for examination purposes during the designated University Examination periods (Mid Term & Final Exam periods).
- The time for the set up and removal of furniture has to be taken into consideration while booking the Multipurpose Halls for other events.
- Meeting rooms in the Academic buildings can be booked through the respective College Administrative Coordinators.
- Teaching activities will take precedence over non-teaching activities.
- Bookings for teaching rooms and/or computer rooms will only be accepted after the publication of the Academic calendar.

FINAL EXAM

Final Exams are scheduled based on the Final Exam Key prepared by the University.

1. Final Exam Room Change Process

1. Final Exam Change Request Form to be sent to timetable@khadamat.ae
2. Larger rooms are assigned based on availability
3. Room change confirmation sent to requester

2. Final Exam Time Change Process

1. Final Exam Time change with necessary approvals to be sent to timetable@khadamat.ae
2. Room changes*are made only if the new time results in conflict with current room
3. Time change confirmation sent to requester

**** If a large room is required for the Final Exam that has requested for time change, then Final Exam Room Change Process has to be followed.**

Final Exam time changes	
Category	**Approval Authority**
New date within the Final Exam Week	College Dean
New date outside the Final Exam Week	Provost

3. Makeup Exam

1. Makeup Exam Request to be sent in the Room Booking Form to timetable@khadamat.ae
2. Alternate rooms are assigned based on availability
3. Makeup Exam Room confirmation sent to requester

Makeup Exam	Makeup Exam Date within Final Exam Week	Makeup Exam Date outside Final Exam Week
Approval Authority	No approval required	Registrar's Office

OUT OF SCOPE

Requests	Contact Department/ Person	Email Address
Furniture set up in campus	FMD - Facilities Management Department	fmd@uaeu.ac.ae
Provision of Whiteboard	FMD - Facilities Management Department	fmd@uaeu.ac.ae
Provision of Markers/Erasers for Whiteboard	Concerned Department Advisor	-
AV Equipment Malfunction	DoIT – Division of Information Technology	helpdesk@uaeu.ac.ae
Internet Availability in Rooms	DoIT – Division of Information Technology	helpdesk@uaeu.ac.ae
Booking of Crescent Building Meeting rooms	Respective Department's Administrative Assistant	-
Air Conditioning Issues	Khadamat Service Desk	servicedesk@khadamat.ae
Open or Close rooms in Campus	Khadamat Service Desk	servicedesk@khadamat.ae
Book open area in ground floor/Hallway of IT Building	CIT Secretary	cit.office@uaeu.ac.ae