

## University Scheduling Policy

Classrooms, labs and conference rooms (spaces, hereafter) on Fresno State campus are owned by the state (CSU Trustees). Campus president and his/her designees operate as representatives of the Trustees to manage and utilize these spaces.

Spaces on this campus for academic purposes are divided into two large groups: centrally-allocated space and non-centrally allocated space. College and schools on campus are assigned a number of centrally-allocated spaces, for which they retain first-priority scheduling privileges. Non-centrally allocated spaces (e.g. lab rooms and conference rooms) are assigned to colleges and schools with exclusive-use privileges.

Centrally-allocated spaces are assigned to colleges with priority scheduling privileges by hours of the day and days of the week. It is important to recognize that "priority scheduling" has two limitations:

- 1) Priority scheduling privileges are time-sensitive: **an academic unit loses its priority when class schedules are submitted to the Scheduling Office**. If a space/time is not used by the priority academic unit, Scheduling will assign it to another unit that needs it. It is the priority unit's responsibility to carefully review and consider space allocations before submitting schedules.
- 2) Priority scheduling privileges are efficiency-sensitive: **if a priority unit fails to utilize space efficiently, Scheduling can reassign the space to maximize space utility**. Examples of low-efficiency assignments include, but are not limited to, small-enrollment classes assigned to large rooms.

To ensure colleges do not lose their priority allocation privilege, college offices are strongly encouraged to communicate with the University Scheduling Office if they have questions about allocation efficiency. Due to the high load of scheduling adjustments after schedules are submitted by the departments, the Scheduling Office is unable to communicate with departments regarding all room changes made due to low-efficiency use or non-assignment of rooms by departments.