

Process

All un-roomed events identified by Monday 5th June. SMTT will split the events into two categories.

1. Large Events & Time Critical Events

(greater than 50 in size, events in the first 1 month of teaching)

- Last year, this equated to 29% of the un-roomed events.
- A resolution call will be scheduled with the identified roles within each of the schools, these role holders have been elected by the Advisory Group to take responsibility for finding rooming solutions.
See slides 6 -9 for details of the roles listed per school.
- The calls will be led by SMTT who will suggest potential solutions, we do not anticipate all the identified roles will be required to attend every call however we do expect decision makers to be available.
- SMTT will update the event in real time if a suitable option has been agreed.

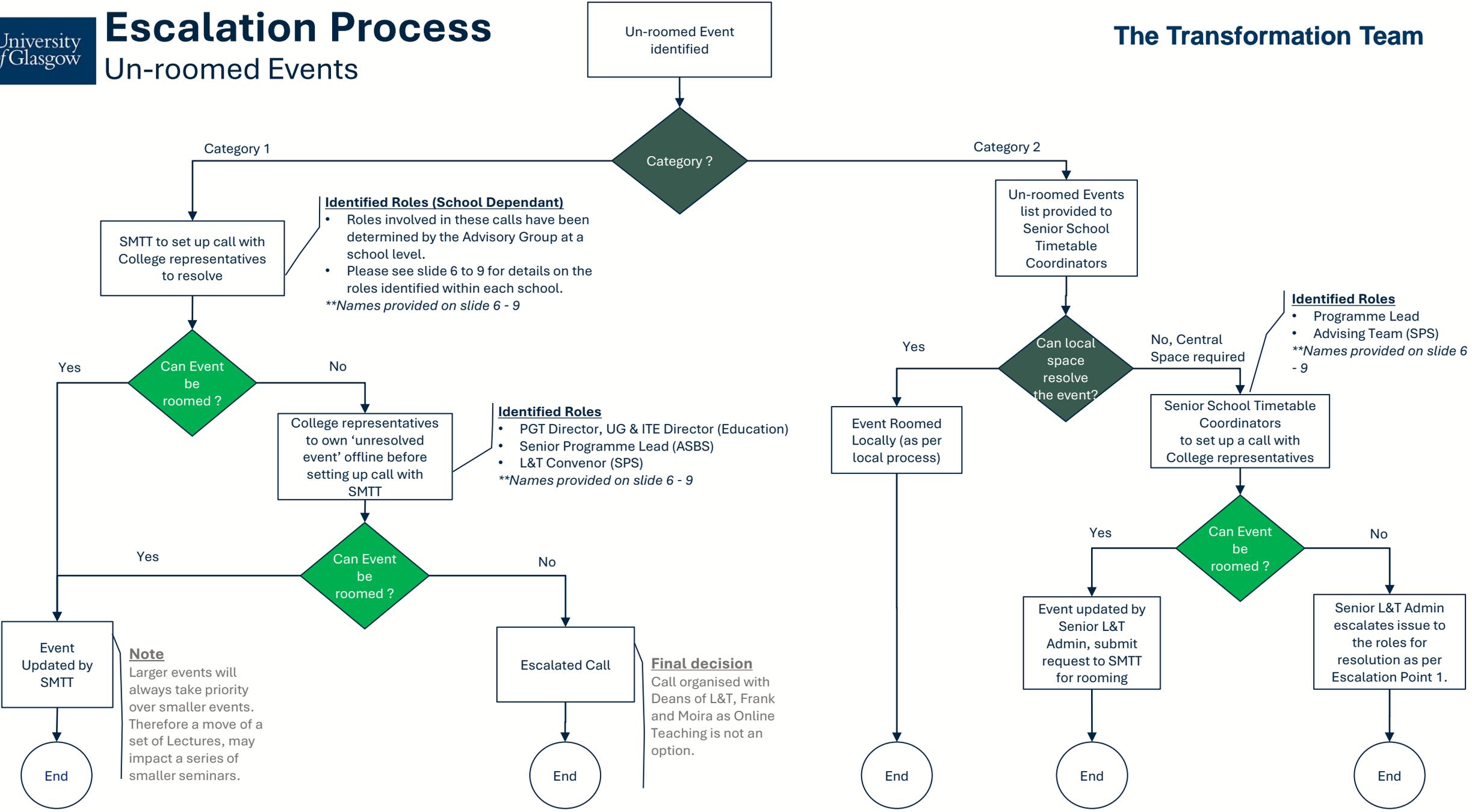
2. All Other Un-roomed Events

(less than size 50)

- Last year, this equated to 71% of the un-roomed events.
- Led through the **Senior School Timetable Coordinators or School Timetablers** who should review local space initially to resolve.
- Should a **Senior School Timetable Coordinators or School Timetablers** need to change the event (e.g. time/day) to find a central room, they should:
 1. Liaise with the appropriate **Programme Leads** to be aware of potential clashes and explore available options.
 2. Raise a “Central Room Request” to SMTT to room the event via the Change Request process.
- SMTT will advise when a central room has been allocated
- In the event there is no resolution that can be accommodated the **Senior School Timetable Coordinators or School Timetablers** should escalate through the identified roles listed for Category 1 events.

Escalation Process

Un-roomed Events



Resolution Calls:

- 1. Large Events & Time Critical Events** (greater than 50 in size, events in the first 1 month of teaching) – calls will be organised by **SMTT** on a daily, ad-hoc basis. The events will be prioritised by size. SMTT will update the event in real time if a suitable option has been agreed. If a solution cannot be found, the School will escalate as per the agreed Escalation Process.

Resolution Call		
Name	Role	Course
Multiple please consult School Timetable Coordinator	Senior Programme Leads	All
Claire Cameron	School Timetable Coordinator	All
Alanna Steel	School Timetabler	All

- 2. All Other Un-roomed Events** (less than size 50) - led by the **School Timetable Coordinators** who will liaise with the **Senior Programme Lead and Programme Lead** to be aware of potential clashes and explore available options to resolve. They will raise a “Central Room Request” to SMTT to room the event via the Change Request process. If a solution cannot be found, the School will escalate as per the agreed Escalation Process.

Resolution Call		
Name	Role	Course
Multiple please consult School Timetable Coordinator	Senior Programme Leads	All
Claire Cameron	School Timetable Coordinators	All

Escalation Process:

If a resolution cannot be found for the event, this should be escalated within the School/College to the following roles (not all of these roles will need to be included, this will be dependent on the event and reason for un-resolution):

Escalation Process		
Name	Role	Course
Wenya Cheng	Senior Programme Leads	Economics
Suzanne McCallum	Senior Programme Leads	Accounting & Finance
Ramona Blanes	Senior Programme Leads	Management
Anthony Devine	Director of L&T	School (ASBS)
Duncan Ross	Dean of Learning & Teaching	All

Resolution Calls:

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Resolution Call		
Name	Role	Course
Multiple please consult Resource Planning Manger	Programme Lead	All
Sabine Mohan	Resource Planning Manager	All
Multiple please consult Resource Planning Manger	School Timetabler	All

- 2. All Other Un-roomed Events** (less than size 50) - led by the **School Timetabler** who will liaise with the **Resource Planning Manager and Programme Lead** to be aware of potential clashes and explore available options to resolve. They will raise a “Central Room Request” to SMTT to room the event via the Change Request process. If a solution cannot be found, the School will escalate as per the agreed Escalation Process.

Resolution Call		
Name	Role	Course
Multiple please consult Resource Planning Manger	Programme Lead	All
Sabine Mohan	Resource Planning Manager	All
Multiple please consult Resource Planning Manger	School Timetabler	All

Escalation Process:

If a resolution cannot be found for the event, this should be escalated within the School/College to the following roles (not all of these roles will need to be included, this will be dependent on the event and reason for un-resolution):

Escalation Process		
Name	Role	Course
Joanna Wincenciak	PGT Director	
Lauren Boath	UG & ITE Director	All
Duncan Ross	Dean of Learning & Teaching	All
Sabine Mohan	Resource Planning Manager	All

Resolution Calls:

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Resolution Call		
Name	Role	Course
Thomas Heraghty	Resource Planning Lead	All
Zoe Graves (until end June)	Senior UG Administrator	All UG
Lorna Ross	LLM Administrator	All PGT

2. **All Other Un-roomed Events** (less than size 50) - led by **the LLM Administrator and Senior UG Administrator** who will liaise with the relevant **Timetabler and Resource Planning Manager** to be aware of potential clashes and explore available options to resolve. They will raise a “Central Room Request” to SMTT to room the event via the Change Request process should they find a solution. If a solution cannot be found, the School will escalate as per the agreed Escalation Process.

Resolution Call		
Name	Role	Course
Thomas Heraghty	Resource Planning Manager	All
Zoe Graves (until end June)	Senior UG Administrator	All UG
Lorna Ross	LLM Administrator	All PGT

Escalation Process:

If a resolution cannot be found for the event, this should be escalated within the School/College to the following roles (not all of these roles will need to be included, this will be dependent on the event and reason for un-resolution):

Escalation Process		
Name	Role	Course
Alan Brown	UG Director	All UG
Konstantinos Sergakis	LLM Director	All PGT
Kerry Trewern/ Donna Lavery	Director DPLP/Administrator	All DPLP
Maria Fletcher	Director of Learning and Teaching SoL	All
Duncan Ross	Dean of Learning & Teaching	All

Resolution Calls:

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Resolution Call		
Name	Role	Course
Clare McManus, Rose Elliot, Mo Hume, Niccole Pamphilis, Simon Joss, Les Back, Thees Spreckelsen	Heads of Subject	All
David Donaldson, Clair Clark, David Donaldson, Adam Cabuk, Jayne Pearson, Kim Somers	School Timetable Coordinators	PGT
Margaret Murray(Politics), Olive Bredin(Sociology), Marnie Clark (CEES), Suzanne Hendry (ESH), Susanna Oelschlagel(Public Policy) Clare Robertson (UG Methods) Lesley Scott (QStep)	School Timetable Coordinators	UG

- 2. All Other Un-roomed Events** (less than size 50) - led by the **School Timetable Coordinators** who will liaise with the **L&T Convenor and Advising Team** to be aware of potential clashes and explore available options to resolve. They will raise a “Central Room Request” to SMTT to room the event via the Change Request process. If a solution cannot be found, the School will escalate as per the agreed Escalation Process.

Escalation Process:

If a resolution cannot be found for the event, this should be escalated within the School/College to the following roles (not all of these roles will need to be included, this will be dependent on the event and reason for un-resolution):

Escalation Process		
Name	Role	Course
Eammon Butler McIntosh	L&T Convenor	All
Ty Solomon	PGT Director	PGT Only
Duncan Ross	Dean of Learning & Teaching	All

Resolution Call		
Name	Role	Course
PGT Course & Programme Conveners (Various)	PGT Course & Programme Conveners	All
UG- Margaret Murray(Politics), Olive Bredin(Sociology), Marnie Clark (CEES) Suzanne Hendry (ESH), Susanna Oelschlagel (Public Policy) Clare Robertson (UG Methods) Lesley Scott (QStep) PGT - Clair Clark, David Donaldson, Adam Cabuk, Jayne Pearson, Kim Somers	School Timetable Coordinators	UG & PGT Various