

Change Escalation Process

Who is involved and how

Essential Change

An essential change is defined as a timetable or rooming amendment, where all other alternatives have been considered, which in failing to act on will have a significantly negative impact on the optimal learning and teaching experience for a group or individual student.

Change Request Process

1. Academic to email change request to :

- Senior Programme Lead (ASBS)
- PGT Director; UG & ITE Director (Education)
- UG, LLM, DPLP Director (Law)
- Program Coordinators (SPS)

2. If change is approved, the following staff will liaise with the School Timetablers to raise change request to SMTT :

- School Timetable Coordinator (ASBS)
- Resource Planning Manager (Education)
- Resource Planning Manager (Law)
- Program Coordinators (SPS)

The Transformation Team

ASBS: Change Escalation Process

Name	Role	Courses
Claire Cameron	School Timetable Coordinator	All
See slide 6	Senior Programme Lead	All

Education: Change Escalation Process

Name	Role	Courses
Sabine Mohan	Resource Planning Manager	All
Joanna Wincenciak Lauren Boath	PGT Director; UG & ITE Director	All

Law : Change Escalation Process

Name	Role	Courses
Alan Brown/Konstantinos Sergakis/Kerry Trewern	UG Director LLM Director Director DPLP/Administrator	All
Thomas Heraghty	Resource Planning Lead	All
Zoe Graves & Emma West (UG) Lorna Ross (LLM), Donna Lavery (DPLP)	School Timetablers	All

SPS: Change Escalation Process

Name	Role	Courses
Margaret Murray(Politics), Olive Bredin(Sociology), Marnie Clark (CEES), Suzanne Hendry(ESH), Susanna Oelschlagel (Public Policy) Clare Robertson (UG Methods) Lesley Scott (QStep)	UG School Timetablers	
Clair Clark, David Donaldson, Adam Cabuk, Jayne Pearson Kim Somers	PGT School Timetablers	
Multiple	Program Coordinators	All

Escalation Process

Change Requests

- Identified Roles**
- School Timetable Coordinators (ASBS)
 - PGT Director, UG & ITE Director (Education)
 - L&T Convenors (SPS)
- **Names provided on slide 13*

Need for change identified

Requires Approval?

Change Request submitted to SMTT

Acceptable Comments Added?

Can we accommodate?

Event Updated by SMTT

End

Escalate via Un-roomed Process (Class size less than 50)
+

End

End

Reject CR

End

Evidence
Copy of sign off to be included in description of Change Request

Change Request submitted to SMTT

Can we accommodate?

Event Updated by SMTT

End

Escalate via Un-roomed Process (Class size less than 50)
+

End

Change Approved?

Escalate within College

End

