Annual teaching restriction application – Penryn Campus

To assist in scheduling a timetable which is acceptable to students and utilises space on campus effectively, the University has agreed that all teaching staff should be available to teach at all times in the teaching week, unless a successful annual teaching restriction application is made.

An annual teaching restriction application is a request to restrict hours of teaching to certain days or times for one year. It does not reduce your overall working hours and as such, a successful teaching restriction application will have no impact on your overall workload. Please read the guidance notes below before completing the form overleaf.

***Please note that not all teaching restriction applications can be accommodated and the University reserves the right to turn down your request or agree it in part if it is not in the business or operating interests of the University to approve it.***

Guidance notes

1. The teaching week runs from 9.00 am to 6.30 pm Monday, Tuesday and Thursday and 9.00 am to 5.30 pm on Fridays. ***At Penryn teaching may be scheduled to commence on the hour OR on the half hour (e.g. 0900 am or 0930 am) as timetabling is co-ordinated with Falmouth University.***
2. The normal undergraduate teaching day on Wednesday is 9.00 am to 12.30pm. Wednesday afternoons (12.30 to 6.30pm) are reserved for postgraduate teaching. Undergraduate teaching may be scheduled on Wednesday afternoons for example, when multiple taught sessions are required which cannot be scheduled elsewhere and students have indicated that they are available to attend sessions scheduled on a Wednesday afternoon.
3. Teaching restrictions can only be applied for one academic year and if required again the following year, a new application must be made.
4. Compiling the timetable is a challenging process which involves balancing curriculum requirements, teaching spaces, student choice and the requests made by colleagues under the Teaching Restrictions process. This means that it will not normally be possible to amend your request after the submission deadline notified to you by your College/Department other than in exceptional circumstances (e.g. for compassionate grounds).
5. Teaching restriction applications will be approved when:
6. There is evidence of a contractual agreement between the University and the member of staff which states that a certain working pattern will be followed.
7. A formal request for flexible working e.g. to work part time following maternity/paternity leave, has been agreed with the College and HR and is in place. For further details of how to make a request, please see [www.exeter.ac.uk/staff/employment/leave/flexibleworking/staff/requesting](http://www.exeter.ac.uk/staff/employment/leave/flexibleworking/staff/requesting)
8. Your request relates to a reasonable adjustment required by the Equality Act 2010, for example to accommodate a disability.
9. Teaching restriction applications will be considered carefully when made for any other reason but may be refused on the following grounds:
10. detrimental effect on ability to meet student/work demand;
11. inability to re-organise teaching among existing staff;
12. detrimental impact on quality;
13. insufficiency of teaching during the periods of proposed availability;
14. the burden of additional costs;
15. inability to recruit additional staff to cover teaching requirements;
16. detrimental impact on performance of the discipline/department;
17. planned structural changes.
18. To assist with the full consideration of your application, it is best to provide as much detail as possible on your form. Please note that if your application is successful, a copy of your application form will be sent to Timetabling to enable scheduling of teaching. If you wish to keep the detailed reason for your unavailability confidential, please indicate this on the application form.

Data protection: Information provided on your application form will only be processed to consider your application, to schedule teaching and to monitor the effectiveness of the policy.

If clarity is required, you may be asked for further details or there may be a meeting to discuss your application. Sometimes it is possible to only partially accommodate a request, so a compromise may be discussed. Staff making an application should consider the potential impact on their colleagues and how it will impact on the ability to deliver effective teaching provision within their discipline when making their application.

1. Staff who have formally agreed long term leave or other study leave arrangements (such as sabbaticals) do not need to make a teaching restriction application as they should not be allocated any teaching during their leave.
2. Staff with temporary or one-off needs (for example, attendance at a conference preventing teaching on one particular day) ***do*** ***not*** need to make a teaching restriction application but should alert their Head of Discipline/Department and agree arrangements for any scheduled teaching to be covered.
3. ***Please note that agreed teaching restrictions are provisional until confirmed by Timetabling as some restrictions agreed provisionally at College level may not be possible to accommodate within the timetable.*** You will be informed as soon as possible if this is the case following consideration of your application.
4. If you are not happy with the outcome of your application, you can appeal against the decision. You make an appeal by writing to the [Director of Human Resources](http://www.exeter.ac.uk/staff/contacts/hr/management/). This must be done within 14 days of receiving the outcome of your application.

Annual teaching restriction application form

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| --- | --- | --- | --- |
| **Your name:** |  | | |
| **Employee Number** |  | | |
| **Your name:** |  | | |
| **Reason for unavailability (please tick and provide further details if necessary):** | Contractual agreement  Formal request to change working pattern granted  Other, please provide **full details** of your request below including **how you think this will affect the College and/or students and what can be put in place to mitigate these effects** (use an extra sheet if needed): | | |
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| **Please tick - application applies to which term(s)?** | Autumn term | Spring term | Summer term |
| **Please block out the times/days you are requesting to be unavailable for teaching using an X.**  **Provide further details in the ‘Notes’ section to add clarity** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Time** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | | 9.00-9.30 |  |  |  |  |  | | 9.00-10.00 |  |  |  |  |  | | 9.30-10.30 |  |  |  |  |  | | 10.00-11.00 |  |  |  |  |  | | 10.30-11.30 |  |  |  |  |  | | 11.00-12.00 |  |  |  |  |  | | 11.30-12.30 |  |  |  |  |  | | 12.00-13.00 |  |  |  |  |  | | 12.30-13.30 |  |  |  |  |  | | 13.00-14.00 |  |  |  |  |  | | 13.30-14.30 |  |  |  |  |  | | 14.00-15.00 |  |  |  |  |  | | 14.30-15.30 |  |  |  |  |  | | 15.00-16.00 |  |  |  |  |  | | 15.30-16.30 |  |  |  |  |  | | 16.00-17.00 |  |  |  |  |  | | 16.30-17.30 |  |  |  |  |  | | 17.00-18.00 |  |  |  |  |  | | 17.30-18.30 |  |  |  |  |  |   **Notes:** | | |
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| For successful applications, a copy of this form will be sent to Timetabling to enable scheduling of teaching and to monitor the effectiveness of the policy. If you wish to keep the detailed reason for your unavailability confidential, please tick here | | | |
| Signature: |  | | |

Teaching restriction outcome

***(keep on file & send to Timetabling if approved/partially approved)***

**For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (staff member’s name)**

The arrangements in the attached application **have been approved** and I confirm that the above member of staff should be excluded from teaching duties at the times stated in their application for the academic year \_\_\_\_\_\_\_\_\_. *If the staff member has requested their form be kept confidential, please use grid below to indicate approved restriction and do not send application to Timetabling.*

The arrangements in the above named’s application **have been partially approved** in discussion with the staff member. The following teaching restrictions should apply for academic year \_\_\_\_\_\_\_ *(please tick terms this applies to and use X in the grid to indicate unavailability):*

Autumn term Spring term Summer term

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| **Time** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |
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The arrangements in the attached application **have NOT been approved** for the following reason *(please tick and provide further details if needed, a copy should be kept on file)):*

detrimental effect on ability to meet student/work demand;

inability to re-organise teaching among existing staff;

detrimental impact on quality;

insufficiency of teaching during the periods of proposed availability;

the burden of additional costs;

inability to recruit additional staff to cover teaching requirements;

detrimental impact on performance of the discipline/department;

planned structural changes.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**