

## **Processes for Tier 1, 2, and 3 Teaching Requests**

*Last Updated: January 27, 2026*

### **Tier 1 Requests**

#### **A. Member seeking requests for accommodation of scheduling needs based on disability**

- i. The Member contacts University's Manager of Return to Work and Accommodation Services (Accommodation Services).
- ii. Accommodation Services will supply a written decision to the Member with a copy to the academic unit Head.
- iii. Academic unit head will inform the designated Timetable Coordinator for their academic unit to submit the accommodation request to the OUR during the data collection process.
- iv. Central Timetabling will ensure the accommodation request is prioritized.
- v. If Central Timetabling cannot facilitate the accommodation request, the academic unit Head and the Member requesting the accommodation will be contacted to resolve the matter.

#### **B. Member request regarding the scheduling of their teaching based on an enumerated ground in the Human Rights code other than disability**

- i. The Member contacts Dean or Dean's delegate, making a written request.
- ii. The Dean or Dean's delegate may consult with the Faculty Relations Office and may request additional information from the member establishing whether accommodation is required pursuant to the Human Rights Code.
- iii. The Dean or Dean's delegate will provide a written decision to the Member with a copy to the academic unit Head.
- iv. The Dean or Dean's delegate will inform the designated Timetable Coordinator for their academic unit to submit the accommodation request to the OUR during the data collection process.
- v. Central Timetabling will ensure the request is prioritized appropriately.
- vi. If Central Timetabling cannot facilitate the request, the academic unit Head and the Member making the request will be contacted to resolve the matter.

### **Tier 2 Requests**

#### **A. Member scheduling requests based on membership in an equity-seeking group (as defined in Article 24, Employment Equity, in the QUFA Collective Agreement).**

- i. The Member will contact the Dean or Dean's delegate, making a written request
- ii. The Dean or Dean's delegate will consider the request and may consult with Faculty Relations Office, if necessary, before making a decision
- iii. The Dean or Dean's delegate will provide a written decision to the Member with a copy to the academic unit Head.
- iv. The Dean or Dean's delegate will inform the designated Timetable Coordinator for their academic unit to submit the accommodation request to the OUR during the data collection process.
- v. Central Timetabling will ensure the scheduling request is prioritized appropriately.
- vi. If Central Timetabling cannot facilitate the request, the academic unit Head and the Member making the request will be contacted to resolve the matter.

**B. Member making scheduling request based on research responsibilities, other Academic Responsibilities**

- i. The Member will contact the academic unit Head in writing.
- ii. The academic unit Head will consider the request.
- iii. In cases where a specific day of the week is requested, the academic unit Head will forward the request to the University Timetable Committee (UTC) for a decision. The UTC will communicate its written decision to the Member with a copy to the Head.
- iv. The University Timetable Committee will inform the designated Timetable Coordinator for their academic unit to submit the accommodation request to the OUR during the data collection process.
- v. Central Timetabling will ensure the request is prioritized appropriately.
- vi. If Central Timetabling cannot facilitate the request, the academic unit Head and the Member making the request will be contacted to resolve the matter.

**Tier 3 Requests**

**A. Member making request based on scheduling preferences**

- i. Collection and reporting of instructor preferences will follow the processes previously in place.

Note that depending on the Faculty, the *Faculty designated Timetable Coordinator* may be in the Faculty Office or the academic unit.