



SOM Curriculum Scheduling Guidelines

Updated Date: 8/7/2025

OVERVIEW

The purpose of the Curriculum scheduling process is to optimally schedule School of Medicine (SOM) spaces in a fair and equitable scheduling of classroom space and to optimize usage. This guideline outlines the general principal and priorities for coordinating room usage for both academic and non-academic activities.

I. ROLES AND RESPONSIBILITIES:

Roles

- A. **SOM Curriculum Scheduler** – The *SOM Curriculum Scheduler* is the administrator of room usage for the Education I and II buildings and has the authority to schedule rooms for educational and non-educational purposes.
- B. **SOM Curriculum Delegate (Representative)** – The *SOM Curriculum Delegate/Representative* are designated by each of the programs' academic leaders (Chair or Senior Associate Deans (SAD), or delegate of Chair/SAD) as the **approved delegates/designates with authority to submit to the Scheduler, curriculum scheduling requests, including change requests**, for the purpose of updating the curriculum calendar. In order to avoid miscommunication, no other individual without the proper delegation can submit a space request related to curriculum activities. A table with the current *SOM Curriculum Delegates/Representatives* is included in section III of this document.
- C. **SOM Curriculum Schedule Approvers** – The *SOM Curriculum Schedule Approvers* consist of the unit Chairs or Senior Associate Deans, or their assigned delegates, who have the authority to approve the final curriculum schedule, before it is formally submitted to the Scheduler for processing.
- D. **SOM Curriculum Scheduler Backup** – The *SOM Curriculum Scheduler Backup* will serve as the backup to the Scheduler and will have the same access/authority as that of the Scheduler to make approved calendar changes. The Scheduler Backup is formally charged with this role if the Scheduler is out. Communication about the Backup Scheduler will be made available to the Department Requestors and Delegate/Representatives ahead of time, to ensure proper coordination.
- E. **Division/Department Space Requestor** – The *Division or Department Space Requestor* is an individual from any SOM or campus department submitting a non-curriculum space request to the *SOM Curriculum Scheduler*.

Responsibilities

- F. **Course Scheduling**—The *SOM Curriculum Scheduler* will create and maintain a Master Schedule of courses (25Live/Trumba), considering factors such as faculty availability, classroom capacity, and student enrollment. The *Scheduler* will coordinate with *Curriculum Delegate/Representatives* to clarify submissions, determine flexibility, to ensure optimal scheduling and identify scheduling conflicts. If no agreement is reached, then the issue must be escalated to the Scheduling Taskforce for final resolution. **No other department will have access to editing the schedules.**
- G. **Space Request** – The *SOM Curriculum Scheduler* will coordinate with the *Division/Department Space Requestor* to confirm space availability. This individual will gather all requirements to schedule the space, such as date, number of attendees, locations, COA (if applicable), etc.
- H. **Curriculum Planning** - The academic departments and faculty will develop and submit the curriculum structure to the *SOM Curriculum Scheduler* by the assigned deadline date, as noted in section III below. The *SOM Curriculum and Event Scheduler* will assess and enter the curriculum schedule into the assigned software tool. The SOM Scheduler will work with the appointed department delegates/representatives to resolve scheduling conflicts.
- I. **Academic Curricular Activities** – To avoid confusion, curriculum events will be referred to as Curricular Activities. Events are defined as occurrences that do not relate to curricula requirements. The *SOM Curriculum Scheduler* will oversee and manage requests for non-curriculum courses. Events will be confirmed only after all curriculum courses and curricular activities have been confirmed and scheduled. The *SOM Curriculum Scheduler* will work with the *Division/Department Space Requestor* to confirm event space and resources.
- J. **Curriculum Courses and Curricular Activities** – These classes will take precedence over general event scheduling:
- **MDCL:** Modulation-Dependent Carrier Level
 - **PBHL:** Public Health
 - **BMSC:** Bachelor of Medical Sciences
 - **UME:** Academic Activities
- K. Due to space availability, events may be denied and/or rescheduled.
- L. SOM division/departments are permitted to hold events. Non-SOM events will be considered on a case-by-case basis.

II. KEY CURRICULUM SCHEDULING DEADLINES

Scheduling Deadlines: Dates are subject to fluctuation according to the calendar year. Example for 2025/2026 depicted below. Non-movable courses are scheduled 1 year in advance.

Term	SOM CURRICULUM DEADLINE TO SCHEDULER	CAMPUS DEADLINE TO SOM
Fall	Feb 25th	May 8th
Winter	July 28th	October 23rd
Spring	Nov 26th	January 29th
Summer	Jan 3rd	March 7th

- A. Each academic department (SOM and Campus Registrar) is responsible for providing term schedules to the SOM *Scheduler* by the deadline. Late submissions to the *SOM Curriculum Scheduler* may not be met and/or considered. However, after the campus registrar submits their curriculum schedules, we may be able to revisit availability on a case-by-case basis and alignment with the SOM Mission.
- B. Classroom assignments in ED-I and II are based on day, time, and class size availability.
 - 1. Faculty/program preference cannot be guaranteed.
 - 2. Accommodations will be met as needed, based on campus guidelines.
- C. The *SOM Curriculum Scheduler* will work with the division/department delegate/representative to resolve conflicts resulting from schedule changes, canceled courses, etc.

III. Other Relevant Sources

SOM Curriculum Delegate (Representative)

Delegates / Program / Unit	Courses & Curricular Activities Associated with Courses	SOM Curriculum Delegate (Representative)
Undergraduate Medical Education (UME)	Pre-Clerkship	Tracy Bereal, Tish Miscavish
	Clerkship	Lauren Valko, Lizbeth Bonilla
Graduate Medical Education (GME)	Residency	Lauren Hook, Barbara Bryant
Biomedical Sciences (BMSC)	Masters/Post-Bacc/PhD	Linda Larsen, Dr. Carson
Social Medicine Population and Public Health (SMPPH)	Masters of Public Health (MPH)	Cristina Gonzalez, Dr. Sims