

ACADEMIC TIMETABLE FACULTY FEEDBACK FORM

Please complete this form and return to the Administrative Assistant (sim@dal.ca).

Include as much detail as possible. Some questions may not be applicable to you.

If you teach more than one course, please answer questions 2-7 for each course

(explain in the comments or submit a separate form for each course).

1. Name:

2. Would you prefer to offer your course face-to-face, online, or a mix of both with reduced F2F classtime (blended)?

- F2F
- Online
- Blended

Comments:

3. If online, do you prefer:

- All synchronous
- Partially synchronous
- All asynchronous
- No preference

Comments:

4. If blended, do you prefer:

- 1 hour F2F
- 2 hours F2F
- 1.5 hours F2F

Comments:

5. If blended, would online components be:

- All synchronous
- Partially synchronous
- All asynchronous

- No preference

Comments:

6. What type of room do you prefer? If you want a specific room, please note the room number in the comments.

- Case room (tiered/theatre-style)
- Seminar room (flat floor with moveable furniture)
- Lab
- No preference

Comments:

7. If you need a lab, please specify:

- I need a lab for the full 3 hours
- I need a lab for the first half of the class
- I need a lab for the second half of the class
- Other

Comments:

8. Are there any special room characteristics that you require? (for example, special software, overhead projector, video conferencing, podium, microphone, etc).

9. What timeband(s) and day(s) are you not available to teach? Please mark an “x” in the box for the timeslot you are NOT available.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (8:30-11:30)					
Midday (11:30-2:30)					

Afternoon (2:30-5:30)					
Evening (5:30-8:30)					

Comments:

10. Are any of the above timeslots a “Category 1” unavailability, meaning required and falling under the HR Employee Accessibility Policy? *Note: I cannot approve these; I ask as it is helpful when scheduling courses.*

- Yes
- No

If yes, please explain:

11. Are you teaching courses in any other programs? If yes, please provide the course numbers, if possible.

12. Are you going to be on leave (i.e. not teaching) at any point during the coming academic year?

- Yes
- No

Comments:

Any final comments?