

Core Meeting Hours Guideline¹

Developed in cooperation with the Women's Faculty Network

Approved by P&W, January 28, 2008

In recognition that our faculty have significant demands on their time, both inside and outside work and school, all units within the university should strive to help employees balance the demands of the workplace with their personal and family needs.

Faculty and students have historically benefited from some flexibility in managing their schedules to meet the demands of their academic life. With the increasing professional and personal demands on employees, there is a need for broader use of flexible scheduling to help employees balance the demands of their own jobs with their personal and family lives.

To respect the fact that faculty often work outside of the normal business hours of operation and have personal and family demands on their time, each department or unit should define a subset of hours between 8 AM and 5 PM, Monday through Friday, as "optimal meeting hours" during which most meetings and other important organizational functions would be held.

¹ To be distributed and implemented as a university-wide guideline administered through the office of the Dean of Faculties.