

## **DAA Statement on Expectations On-campus Presence and Remote Work for Management**

Leadership in the Division of Academic Affairs are expected to arrange their personal schedules to efficiently and effectively meet their annual goals, including supporting staff, faculty, and other direct reports. In practice this entails a combination of in-person and virtual meetings. As academic leaders, we appreciate the importance of “being present” to build and maintain relationships, as well as for managing difficult situations, building trust, and motivating faculty and staff.

The Division of Academic Affairs does not have a required minimum amount of time that management needs to spend in-person on campus, as they should be available for both in-person and virtual meetings. Each management position is different and during the course of the academic year, the importance of being physically present on campus varies. Broadly speaking, management personnel are expected to use their best judgment when determining their work schedules and keep their supervisor informed.

All DAA leadership is expected to be physically present at key events and meetings, such as commencement, convocations, the Provost’s Senior Leadership Council, Academic Affairs Council, Academic Senate (if appropriate), key committee meetings (including senate committees), and meetings scheduled to be in person with key campus leadership, including the President, Cabinet, the Provost, and Vice Provost. Leadership is also expected to be sufficiently present to effectively support and supervise staff and faculty. In practice, different areas of the Division have different work cultures related to the importance of being physically present to accomplish the objectives of a particular unit.

The Division also recognizes the importance of balancing our personal lives with our professional duties. For some, this may mean a physical presence on campus to draw a sharp line between the professional and the personal; for others, this may mean being available virtually to be more physically present with family and friends. There is no single model that fits every role.

Each member of the DAA leadership is encouraged to discuss with their supervisor the balance of on-campus and virtual presence they believe is best for their particular role and unit given the goals they are charged with achieving. What is essential is that managers are accessible for communication by telephone, video, email, etc. during regular working hours, and that faculty, staff, and administrators can trust that managers will be responsive.

Finally, as a reminder, Management Personnel are exempt employees. As such, managers and administrators do not earn overtime or comp time. For better or worse, we are required to work until the work is done – and often to be available at inconvenient times such as weekends and evenings. The concept of a 40-hour work week is a general guide only. In return for being “on the clock” 24-7, managers are given significant leeway to establish work schedules and routines that foster their own well-being while achieving agreed upon goals and performance metrics.

*Approval: May 1, 2023 – Provost Mitch Avila*