

College of Arts and Sciences
Remote Work Policy
10/31/2018

Although professional activities will sometimes take faculty away from campus for brief periods of time, the College of Arts and Sciences assumes that full time faculty (including full-time instructors/coordinators) will ordinarily discharge their professional responsibilities in the areas of teaching, research, and service by being physically present on campus during their contract period unless they are on a Professional Development Assignment (PDA) or on leave.

Full-time faculty teaching primarily on-line are still expected to maintain a physical presence on campus in order to participate in department, College, and University meetings and events, carry out service, advising, and to participate in the intellectual life of their department.

Requests for one-time exceptions to this policy require Chair and Dean approval. Requests should be made in writing and include: (i) an explanation of the unusual circumstances that would prohibit faculty from discharging their professional responsibilities by being physically present on campus, (ii) a justification for why the faculty member should be granted a one-time exception, and (iii) a clear plan for how the faculty member will discharge his or her duties (teaching, service, and research) remotely.