



EAS Policy: EAS-COL-001

Subject: College-wide Meetings

Effective Date: May 10, 2012

Supersession: None

Approved: R. Dandapani, Dean

Introduction:

The dean needs to meet with all college faculty members separately or all faculty and staff together to disseminate information, to gather input, conduct college business, hold research and other meetings. This policy sets aside time slots to ensure that every faculty member or staff is given equal opportunity to participate and sets forth the expectations.

Policy:

The college will not schedule classes or labs taught by faculty members or instructors and the faculty members and instructors shall not schedule office hours or other meetings between 11 a.m and 1 p.m. on Tuesdays and Thursdays of fall and spring semesters and these times are set aside for college-wide meetings.

Attendance at the college-wide meetings involving faculty will be a factor in yearly evaluations as service to the college.