
Policy: Standard Hours and Alternative Faculty Work Schedules

Number: 04.17.01

Approval Date: September 8, 2017

Revision Dates:

Section: Personnel

Area: Faculty Work Attendance

Subject: Work Schedules

POLICY RATIONALE

The College of Health Professions affirms that faculty presence is important to support the University and College missions and to foster collegial relationships with others in the College and University. It is also paramount to the efficient and effective functioning of the College and its programs for faculty to have flexibility in work schedules as approved and monitored by supervisors.

SCOPE

This policy applies to faculty members with full-time faculty appointments in the College of Health Professions.

POLICY

As salaried professional titles, faculty positions typically require a greater time commitment than the standard 40 hours per week (on a full-time basis) as well as flexibility in work schedules. College business hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. The provision of an alternative work schedule for a faculty member is at the discretion of the supervisor; however, all faculty members are expected to maintain program, department, college, and/or university commitments such as meetings, ceremonies, etc., regardless of altered work schedules.

With written approval of the supervisor, faculty may work off campus on a limited basis on a project that has distinct measurable outcomes. Departmental administrative assistants should be made aware if a faculty will be working off campus, and how to reach the faculty member. If approved to work off-campus on a project, the faculty member must be consistently available by email and phone. "Out of office" leave must be taken through Employee Self-Service. Should the outcomes of the project not meet expectations, the faculty member may not be approved for future requests to work off campus.

Faculty taking leave time must request approval through the Employee Self-Service portal before taking the leave.

APPROVAL

This policy was approved by the College of Health Professions Executive Committee on September 8, 2017.

REFERENCES

UAMS Human Resources Policy 4.4.01 – Basic Code of Conduct
UAMS Human Resources Policy 4.8.02 – Work Schedules
UAMS College of Nursing Faculty Handbook 2017-2018