

Patricia A. Marshall, Ph.D.

Provost and Vice President for Academic Affairs

MEMO

To: Department Chairs

CC: Academic Deans

From: Patricia A. Marshall, Provost and Vice President for Academic Affairs

Date: April 12, 2024

RE: Summer working days

Pursuant to Article VI, section G (1) of the *Collective Bargaining Agreement*, I am notifying you that the following days will be scheduled this summer. I have selected only **eleven (11) days** and provide the purpose associated with each. The remaining **four (4) days** may be at your discretion and used for purposes helpful to your individual department.

Please coordinate and inform your dean of the days you will be available. If you have any conflicts with any of the dates, please inform your dean so we can work on an alternative or identify a designee.

June 11, 14, 18, 21 (**4 days**)—to attend and participate in summer orientation sessions and assist transfer students. *See complete June orientation schedule below.

One day in *either* the week of July 15 or the week of July 22 (**1 day**)—to assist transfer students and to resolve any scheduling issues more than 30 days prior to the start of the semester. Choice of date to be mutually agreed upon with your dean.

August 7 (**1 day**) – assist with transfer students, orientation session for students unable to attend in June, or late admits.

August 20, 21, 22, 26, 27 (**5 days**)—to address semester start-up issues, new faculty orientation, transfer student advising, and participate in a chairs workshop, to be held August 26 and 27.

**Orientation Schedule:*

Session I, June 10 & 11

Session II, June 13 & 14

Session III, June 17 & 18

Session IV (if needed), June 20 & 21 -- If not needed, this would still be included in the required chair days