

Process for Flexible Work Decision-Making in Academic Affairs

provost@slu.edu

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Note: The following message is being sent to all VPs, Deans and Associate Deans, and Provost's staff members that report up through Academic Affairs. Please forward directly to faculty and staff in your schools/colleges or divisions, and let us know when you've done so. Thank you.

Dear colleagues,

I write to share with you how we will be implementing the new [University Interim Flexible Work Policy](#) throughout the Division of Academic Affairs in 2021-22. The processes and related guidance provided here govern all units reporting up to the Office of the Provost (excluding the Madrid Campus) - but only for the 2021-22 academic year; a permanent, University-level flexible work policy will be developed, with comprehensive University constituent representation, during this academic year for implementation in Fall 2022.

Understandably, some would like to immediately implement permanent changes to how, when, and where we work. I appreciate that the past year and a half has already taught us a great deal about how SLU might operate differently.

I also know that, without significant planning and intentionality, our decisions about working more flexibly will perpetuate, and potentially exacerbate, the inequities and inconsistencies that characterized many of our past efforts (before and during the COVID era). So I am thankful that we will use the coming year to both implement notable changes but also deliberate more conscientiously, inclusively, and systemically on how to do so for the long term.

For the 2021-22 academic year, please see the [attached process and guidance document](#)*. Although the interim HR policy applies to staff only, this guidance will apply to all faculty and staff that report through Academic Affairs. The guidance was developed by these SLU colleagues from throughout the Division of Academic Affairs:

- Stacey Harrington, Associate Provost
- Amber Johnson, Interim VP for Diversity and Community Engagement and Professor of Communication
- Miriam Joseph, Assistant Provost and Research Librarian
- Debie Lohe, Special Assistant to the Provost
- Donna Bess Myers, Dean of Students, Student Development
- Debbie Pike, Associate Dean, Chaifetz School of Business
- Chris Rollins, Professor, School of Law
- Steve Sanchez, Associate Provost

*This document is accessible only by the SLU community—You must be logged in to mySLU to view it.

Additionally, the following were consulted for their input:

- Judy Colyott, Director of Administration for Otolaryngology and Staff Advisory Council Rep
- Sophia Izhar, Student Government Association Vice President for Academic Affairs
- Laura Hardin Marshall, Graduate Student Association President

We all welcome any feedback you have as you implement the process this year, which will inform our plans to implement the University's permanent flexible work policy as it is developed throughout 2021-22.

After consultation with all the deans and VPs, we ask that you not submit any requests under the new interim policy and this guidance to your leadership **until the week of Nov 1, 2021**. That will give your school/college or division leadership time to review the guidance document and properly prepare for reviewing and approving requests.

Sincerely,

Mike Lewis, Ph.D.
Provost