

Title: Off-Campus Staff Meetings
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Approved: JDM

Introduction

Within any business environment there is a recurring need to share ideas and to interact with one's fellow employees and peers. The pace of the day-to-day activity found in both academic and administrative offices throughout the University often prohibits, or at best inhibits, this desired exchange of information and ideas. Departments have found that communications can often be improved, and a free exchange of ideas encouraged, by assembling a group of employees away from the distractions of the office environment. The duration of such a meeting may be as short as half a day, or as long as three days, with a variety of possible accommodations.

While the above practice is encouraged by the University, the environment in which we operate dictates that any decision to allocate University resources for an off-campus meeting be made prudently, and be consistent with each organizational unit head's charge to maximize the use of available resources.

This policy provides procedural guidelines for the approval of off-campus staff meetings and events to assure that such scheduling is consistent with the overall goals of the University.

Definition

For purposes of this policy, an **off-campus staff meeting** is defined as a gathering of two or more employees, at a non-University facility, when time spent away from the University during normal working hours exceeds two hours and/or the source of funding for such an event is the University. By definition, this policy would normally not apply to luncheon meetings scheduled off-campus, or to employee gatherings after normal working hours that are not paid for with University funds.

Policy

Any off-campus staff meeting must be approved in advance by the cognizant vice president. Such meetings are to be limited in duration to no more than three days. While the facilities utilized for such an event, the level of service provided, and the level of funding required will vary, planning for such a meeting should consider the nature and purpose of the meeting.

The availability of budgeted funds will not be the sole determinant when judging the appropriateness of a request to conduct an off-campus staff meeting. A key factor to be considered when committing resources to an off-campus event will be whether the proposed activities are job related and necessary to the effective and efficient functioning of the department.

Procedural Guidelines

All requests to conduct an off-campus staff meeting are to be submitted to the cognizant vice president by the responsible organizational unit head. The request is to contain the following information:

1. Reason for the planned meeting;
2. Description of the event (e.g., location, duration, scheduled activities);

3. Estimated cost and source of funding; any additional funding requested; and
4. Responsible person if not person requesting approval.

No commitment should be made to schedule an off-campus meeting until the request has been approved by the cognizant vice president.

Posted: October 16, 1995

WWW: April 28, 1997
