

FACULTY SENATE ISSUE FORM
Date Submitted: January 6, 2023
Title of Issue (a short descriptive title by which the issue may be referenced)
Remote Work Policy for Teaching and Research Faculty
Description of Issue: The Provost and Deans Council recommend establishment of a remote work policy for teaching and research faculty.
Rational for Submission:
A remote work policy for teaching and research faculty is needed to provide guidance and procedures for faculty wishing to work remotely.
Name: Judy Bowman, submitted on behalf of Austin Agho and the Deans Council
Department: Academic Affairs
Date: January 6, 2023
Signature: Judy Bowman
For Faculty Senate Use Only
Assigned to Committee:
Date Assigned:

Remote Work Policy for Teaching and Research Faculty (Proposed)

Teaching and research faculty members are expected to fulfil their contractual teaching, research, and service obligations, regardless of their place of residence. Unless a faculty member is contracted to teach in a fully online degree program with an understanding that the faculty will have minimal or no on-campus presence for service, student supervision and mentoring or research obligations, there is an expectation that faculty members will have a physical presence on campus and be accessible to students, faculty colleagues, and staff. Department chairs may not assign work or schedule departmental activities based on a faculty member's request to perform their work remotely unless the following procedure has been followed and approval is granted by the Dean or Provost. The Dean is advised to consult with the Vice Provost for Faculty Affairs and Strategic Initiatives before approving a remote work request.

A faculty member requesting permission to work remotely on an annual, one-semester, or on a limited basis must provide a business justification for the request. The justification must: (a) describe the existing circumstances that prevent the work from being done on campus; (b) discuss how the request will further the mission of the academic department or college; (c) provide a statement of the arrangements the faculty member will make in order to be accessible to students, teach assigned in-person courses, attend departmental meetings and provide service; and (d) include a plan for continuing to supervise students.

All requests for remote work must be reviewed and approved by the Chair and Dean on an annual basis. If the request is denied at the college level, the faculty member may appeal the decision to the Provost. The decision of the Provost is final. Faculty members approved for fully remote work will generally not be provided on-campus office or laboratory space. In addition, the university may not cover the costs of supporting a remote office. The Division of Academic Affairs must submit an annual report on the number of faculty approved to work remotely to the President.

The ability to work remotely is a privilege granted by ODU, and it may not be automatically renewed. Faculty members working remotely are responsible for contacting the Office of Finance and Department of Human Resources to update their contact information and discuss payroll and taxes, worker's compensation, and other issues related to remote working.

Faculty members exempted from making a formal request to work remotely include the following:

1. Non-tenure-track faculty members who are contracted to teach in fully online degree programs. There will be no expectation for the faculty to engage in research, and service to the department may be limited in scope to activities such as student advising, recruitment, and program assessment.
2. Faculty members permitted by ODU to work remotely in response to a disaster or emergency that causes significant disruption to the continuity of university operations.
3. Adjunct faculty members who are employed to teach in a fully online degree program.
4. Faculty members living temporarily outside of the Commonwealth of Virginia during months of leave of absence without compensation, faculty research and development leave, Fulbright, fellowship, or study abroad.