

Policy Number/Title: 2.1.07 Common Meeting Time
Effective Since: 04/15/2021
Last Revision Approved: 04/15/2021
Responsible Office: Academic Affairs

1. Scope:

This policy applies to students, faculty and staff.

2. Definitions:

This section was intentionally left blank.

3. Policy:

The purpose of the common meeting time is to facilitate the scheduling of non-classroom activities that will enrich the campus community. Common meeting time is defined as Tuesday/Thursday 11:00 a.m.-12:15 p.m. and Friday 2:00-5:00 p.m. Classes are not scheduled during the Tuesday/Thursday common meeting time and, on rare occasions, on the Friday common meeting time.

Common times enables the institution to establish a predictable annual pattern of university-level committee meeting dates in order to facilitate curricular review and to set specific dates on the calendar no later than April of the previous academic year. In addition it enables the institution to create and maintain a comprehensive academic calendar online to show committee meetings and important registration dates and accreditation deadlines in one easy-to-access place.

4. Procedures:

The following guidelines are intended not as mandates but suggested ways to help faculty, students, staff, and administrators best organize their time and minimize scheduling conflicts.

Tuesdays 11:00 a.m.-12:15 p.m.



College- and University-level meetings/activities; cultural events; professional development activities; student organization meetings/activities including Student Life programming, trainings and seminars

The 1st Tuesday of each month would be open to scheduling any type of College- or University-level event

Reserve the 2nd Tuesday of each month for priority scheduling of faculty/staff professional development activities*

Reserve the 3rd Tuesday of each month for priority scheduling of cultural events*

Reserve the 4th Tuesday of each month for priority scheduling of faculty/staff committee meetings

Reserve the 5th Tuesday of the month (for larger university-wide special events (such as the HMXP lecture series, career fairs, wellness fairs, etc.)

**This does not rule out the scheduling of cultural events and professional development events at other times.*

Thursdays 11:00 a.m.-12:15 p.m.

College- and department-level meetings/activities; academic student groups, Emerging Leaders, Leadership Winthrop

Each College has discretion over how to more specifically allocate Thursdays between the College and its departments.

Fridays 2:00-5:00 p.m.

University-level meetings/activities; cultural events; student organization meetings/activities including Student Life programming, trainings and seminars

Certain Fridays are reserved per semester for each of the following: College Faculty Assemblies (not including University College), Gen Ed committee, CUI, Academic Council, Graduate Council, and Faculty Conference/Graduate Faculty Assembly

5. Resources:

This section was intentionally left blank.



6. History of Revisions:

04/15/2021	Minor Revisions
01/01/2009	Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: