



IUPUI

OFFICE OF THE  
FACULTY COUNCIL

INDIANA UNIVERSITY–PURDUE UNIVERSITY  
Indianapolis

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# IUPUI Guidelines for Faculty Work Arrangements

Circular 2017-14

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**Effective:** *May 2, 2017*  
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**Faculty Council Committee:**  
*Faculty Affairs Committee*

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## Scope

Full-time faculty members and other academic appointees who typically have responsibility for research, teaching, and service.

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## Policy Statement

Full time faculty members and other academic appointees typically have responsibility for research, teaching and service. Much of this work necessarily involves being physically present on campus—in the lab, the classroom or the office. Service to the department, school and campus and mentoring of colleagues and students is dependent upon an active, engaged and present faculty. Moreover, the presence of the faculty is critical for the health and wellbeing of the campus community.

Exceptions to the general expectation of working and living within proximity of one's campus will be rare, truly exceptional, and entirely at the discretion of the dean. In such cases, there must be clear evidence of benefit to the school, program or department and their missions. Expectations as to teaching, research and service must be clearly delineated in writing. The burden will be on the faculty member to proactively demonstrate that they are contributing to the community of the school and campus. Faculty presence will continue to be employed as a factor in assessments of faculty performance for salary decisions,

promotion and retention. Finally, such flexible work agreements must contain a plan and timeline for reexamination (at least once a semester) to assure that the faculty member is meeting the agreed upon expectations and the arrangement continues to serve the interests of the school, program or department. If at any time the faculty member fails to honor the agreed upon expectations, the dean may revoke the agreement.

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## Reason for Policy

Much of the work faculty do involves being physically present on campus – in the lab, the classroom, or the office. This policy delineates faculty presence on campus and provisions between a faculty member and dean should a different arrangement be agreed upon.

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## Procedures

Exceptions to the general expectation of working and living within proximity of one's campus will be rare, truly exceptional, and entirely at the discretion of the dean. In such cases, there must be clear evidence of benefit to the school, program or department and their missions. Expectations as to teaching, research and service must be clearly delineated in writing. The burden will be on the faculty member to proactively demonstrate that they are contributing to the community of the school and campus. Faculty presence will continue to be employed as a factor in assessments of faculty performance for salary decisions, promotion and retention. Finally, such flexible work agreements must contain a plan and timeline for reexamination (at least once a semester) to assure that the faculty member is meeting the agreed upon expectations and the arrangement continues to serve the interests of the school, program or department.

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## Sanctions

If at any time the faculty member fails to honor the agreed upon expectations, the dean may revoke the agreement.

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## History

This policy is in addition to the statement on Faculty Work in the IUPUI Faculty Guide.