

MSU-CVM Faculty Attendance Expectations

The Mississippi State University College of Veterinary Medicine values faculty engagement in all aspects of our mission, and encourages the physical presence of faculty within the CVM and related locations in order to maintain collegiality and to fully support our teaching, service, research and administrative goals.

MSU-CVM has the following attendance expectations:

- All full-time faculty are expected to work a minimum of 40 hours per week.
- It is recognized that the majority of faculty often work significantly longer than 40 hours per week, and frequently at very odd hours.
- Because of the odd hours associated with clinical and teaching duties, research and scholarly activity, it is also recognized that faculty must be allowed a high degree of flexibility in scheduling work hours.
 - *Faculty regularly come to work early, leave work late, and work late at night or on weekends.*
 - *It is expected, however, that faculty average at least 40 working hours a week.*
- Since it is not feasible or practical to track working hours in individual faculty, meeting this expectation will essentially be based on an 'honor system' and an understanding with the faculty member's supervisor.
 - *Faculty work hours will typically only be more closely monitored if issues develop with individual faculty members.*

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- The college benefits from the physical presence of faculty within the CVM and related locations (for example, the Veterinary Specialty Center, or the CVM Mobile Units, or farm visits, or MSU main campus) whenever possible, because of the need for faculty availability for students, staff and other faculty, faculty awareness of college issues, and collegiality.
 - “Working from home”, therefore, is generally NOT an acceptable substitute for working on the premises.
 - Generally, therefore, faculty should spend at least 40 hours a week within the CVM or related locations, unless they have obtained appropriate travel or leave authorization.
 - We recognize that there will be unusual specific circumstances and times where “working from home” is justifiable or indicated.
 - *These circumstances, however, are unusual and uncommon, and “working from home” should only occur with the explicit prior understanding and permission of the Head of Department, in writing or via email.*