

SCHEDULING GUIDELINES

Sample #1

1. No more than 2 breakfast meetings per week
2. No more than 2 dinner meetings per week
3. No meetings from 8-9am unless it is with the dean, provost, president
4. My workout times are also my mental health times. Do not swap these times out for anything.
5. Provide me with at least 15 minutes between meetings if they are out of the building, always block travel time
6. When meetings are in the office, block me 5 min break times between meetings whenever possible
7. When I am out for vacation, I am really out for vacation. No special calls, emails, etc. unless we are in a true emergency situation

Sample #2

RULES FOR SCHEDULING ON CALENDAR

GENERAL PRINCIPLES

The week should be organized to create as much uninterrupted contiguous “deep work” early in the week moving from first thing in the morning to later in the afternoon.

No one gets more than 45 minutes, unless I explicitly request more time for a specific meeting. (Exceptions: President’s Office, Provost’s Office, including AHR; Associate Deans; Chief of Staff.) Try to give 15mins between meetings.

Minimize the number of standing meetings—every meeting should have a purpose.

Standing meetings with leadership team Associate & Assistant Deans, Budget, Strategic Communication, Chairs meetings, mini-retreats should not be cancelled unless I approve or request.

The scheduling priority: Family, President’s Office, Provost’s Office, MSU Deans, College Department Chairs, students, staff and faculty, other stakeholders.

Each appointment should also have an identified topic of discussion and the names of all participants, with title and affiliation included. All supporting documentation should be placed in the Office365 folder: Location/CalendarYYYY/MM with the naming convention for the file: YYYYMMDD – Title, and linked to the notes field in the event appointment.

As much as possible, I want to be home to see my children off to school in the morning (in by 8:30am) and for dinner with the family by 6:30 or 7.

ALL THINGS BEING EQUAL I PREFER...

... to vary the location of meetings when possible. I generally would like to be out among the departments and around the College and University.

... to have walking meetings, especially when the weather is nice

GENERAL SCHEDULING PRINCIPLE

Meetings should be scheduled from afternoon to morning in 45-minute blocks, followed by a 15-minute break between meetings, and moving from late in the afternoon to the morning, reserving as much uninterrupted time in the morning as possible.

STRUCTURING THE WEEK

Unless explicitly approved:

- Monday meetings should not begin before 3pm.
- Tuesday meetings should not begin before 3pm.
- Wednesday meetings should not begin before noon.
- Thursdays and Fridays can be scheduled all day if needed, but according to the general scheduling principle.

COMMUNICATION

People are welcome to email anytime, but I can only guarantee response within 48-hrs. I try to limit email communication over the weekend, so people should not expect weekend email responses unless it is an urgent matter.

For more immediate communication requests, have internal college staff on Slack or Teams use that medium.

For urgent issues, I can be texted or called

I can also be Direct Messaged via Twitter

TRAVEL

I want to walk to as many on-campus meetings as I possibly can. I walk to any meeting north of Shaw Lane between Bogue and Harrison. Please leave 20mins each way for these meetings.

If I have to drive to a meeting on campus, please leave 20-25 mins each way for travel and parking. If I go off campus, please calculate the time accordingly.

For meetings right after lunch when I'm elsewhere for lunch, don't start the meeting until 1:30.

MEALS

Breakfast meetings should be kept to a limit given the principle that I want to see the kids off to school; but if needed, they can be scheduled later in the week, Wednesday through Friday.

Lunches should not be scheduled on Mondays or Tuesdays to preserve the early week deep work time. Lunches can be scheduled other times during the week.

Dinners should be limited when possible given that I want to be home for dinner, but when necessary, they can be scheduled any day of the week. I will identify a preferred day for dinners based on the schedule of activities for my daughters.

EVENTS

Only schedule events on my approval/request.

All events after 5pm need to be coordinated with my family calendar.

JOB CANDIDATES

The default for all job candidates is 30 mins within the standard week's framework.

Have the department provide the CV and job description to link to the event so I have them accessible.

Designated Associate Dean meets with all the candidates, so when I am unavailable, their meeting can serve as backup.

Senior hires (anyone we are hiring with tenure) can be scheduled for a meal if needed, otherwise, 30 mins within the framework should suffice, unless otherwise noted

Chair candidates from outside should be scheduled for an hour or a meal to give me more time to get to know the person.