



**AMERICAN UNIVERSITY**  
WASHINGTON, DC

**Summer Modality Guidance for Deans, Vice Provosts, and Department Heads**

March 13, 2024

The Office of the Provost is providing guidance for physical presence expectations among our schools, colleges, and administrative units during summer 2024 (May 13, 2024 – August 9, 2024). We have considered the input we have received from the community through conversations with the Deans' Council, Vice Presidents, Staff Council leadership, and the Joint Labor Management Committee (with SEIU covered staff).

During summer 2024, the following adjustments are allowable during times that coverage needs are able to be met:

- Staff who work 4+ days per week in person during the academic year may be permitted to work 3 days per week in person during the summer if their job duties can be performed remotely.
- Staff who work 3 days per week in person during the academic year may be permitted to work 2 days per week in person during the summer.
- Staff who work 2 days per week in person during the academic year may maintain the same modality over the summer.
- Staff who maintain Hybrid 3 or Hybrid 4 modalities during the academic year may maintain the same modality over the summer.

Certain days or weeks during the summer will require additional in-person days per week. These days or weeks will be communicated in advance by the dean or department head.

As has been the case this past academic year, certain jobs require additional presence because of the very nature of their job duties as determined by the dean or department head. For staff whose functions require them to work 4–5 days per week in person during summer, supervisors may offer occasional scheduling flexibility if feasible, such as an additional remote day per week on lighter weeks.

While some additional flexibility is permissible during summer months, staff should remember that AU offers on-campus summer courses and hosts many prospective students and families during the summer months. Maintaining sufficient physical presence is critical during this time.

In determining physical presence expectations, deans and departments heads should:

- Ensure consistency in decision-making as much as possible across teams;
- Recognize that some staff jobs require more presence as a function of their role;
- Acknowledge that in-person attendance is necessary for important aspects of the student experience and for building community among students, faculty, and staff.
- Ensure that supervisors and senior staff work in person for at least as many days per week as the staff they supervise; and
- Acknowledge that nuances related to the size of teams, vacancies, and seasonality of job duties may require different approaches for different teams, even as we strive to enforce consistency.

**Department heads must ensure sufficient phone and office coverage during all business hours.**