DIVISION OF STUDENT LIFE

Non-Weather Related Department Closing Policy

While the Division of Student Life departments are expected to be open unless the broader university is closed to the public, there are valid reasons for an exception. This policy establishes the process for requesting to close a department for a day or longer in length. Closings of shorter durations are at the discretion of the director and should be communicated to their respective associate dean. See the division’s 1.03 Inclement Weather Policy for guidance on weather-related closures.

1. Department closing requests will be entertained for the following reasons:
   a) For work-related business (e.g., a retreat) that all staff is attending
   b) Because all department staff has requested vacation for the same date(s)
   c) Because a majority of the staff has requested vacation for the same date(s) and the remaining staff is not sufficient in number or role to keep the department open to the public

2. Scenarios 1b and 1c will only be considered during fall and spring semesters when the university is open and class is not in session and any time during summer class sessions

3. In the case of 1c, the director is responsible for determining if it is better for the remaining staff members to work on- or off-site. If on-site the associate dean will need to know who will be in the office. If off-site, the guidelines of the divisional Short-Term, Off-Site Work Policy should be followed.

4. Requests should:
   a) Take into consideration the negative impact on students and stakeholders
   b) Be submitted to an associate dean at least 10 working days in advance of the date of closure

5. During the fall and spring semesters while classes are in session, approval will rest with the Central Leadership Team. For requests that occur at any other time, the approval will rest with an associate dean.

6. If a closing request is approved, departments are expected to provide:
   a) A five-business-day advance notification to students and critical stakeholders including all other DSL departments
b) A departmental emergency contact to both the Central Administration staff member that supervises the Division of Student Life reception desk in Bascom Hall and to the associate deans

c) The following actions should be taken on the days the department is closed:

- Place a directive on the department’s phone and e-mail account to contact the Division of Student Life reception desk located in Bascom Hall in the event of an emergency

OR

Appoint a department on-call staff person to monitor the departmental phone and e-mail remotely and respond appropriately

AND

- Put a sign on the department door clarifying when the department will reopen and also provide similar emergency contact information

Policies and Procedures 1.02
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