DEPARTMENT OF BIOLOGY

Communications Expectations for Faculty and Graduate Employees

7 April 2021

1. It is paramount that all Faculty respond to job-related communication promptly.
   o According to UO policy, “employees and students are expected to review messages received through their UO e-mail account on a frequent and consistent basis”. The Department of Biology’s interpretation of this is that if you receive a request from employees or students while on contract, you should respond within one business day. Even if you do not have a complete answer, at the very least send a response indicating that you received the request and that you are working on it.
   o Consistent failure to respond in a timely fashion can dramatically affect one’s performance as a faculty member and have a deleterious effect on the department’s efficiency of operation.
   o In addition, if you are an instructor using an online homework system, you need to budget a little time every workday to answer homework-related email.
   o These expectations do not apply during any periods when a faculty member is on leave including but not limited to sick leave, vacation leave, leave without pay, and sabbatical leave.

2. It also is paramount that Graduate Employees (GEs) respond to job-related communication promptly.
   o GEs should respond within one business day to communication from department staff, the department head, the curriculum director, or any faculty member with a supervisory role.
   o GEs should respond to student emails within two business days.
   o GEs who assign homework through an online system should check and answer related email at least once every two business days.
   o These expectations do not apply during any periods when a GE is on leave including but not limited to sick leave, vacation leave, and leave without pay.