The University of Iowa looks forward to returning to an on-campus, residential experience in fall 2021. Accordingly, the College of Engineering (CoE) is preparing to resume an on-campus experience for our students, faculty, and staff in our classrooms, research labs, and other spaces for study and work. The CoE is asking employees to return to work on campus no later than Aug. 2, 2021.

The UI has provided preliminary guidelines from the Future of Work committee, as well as recommendations for faculty with regards to teaching, research and meetings. Using this guidance, as well as information collected from staff focus groups and meetings with unit leaders, the CoE has established this set of preliminary guidelines to provide additional clarity for how the UI’s recommendations will be implemented in our organization.

These are PRELIMINARY guidelines, subject to modification once the UI and the Office of the Vice President for Research (OVPR) release their final guidance in early summer.

NOTE: These plans will take effect for the fall 2021 semester as a six-month pilot period. During the spring 2022 semester, work arrangements and other practices will be evaluated and any needed modifications identified.

### Guiding Principles

1. STUDENT SUCCESS - Students will be back on campus and in CoE facilities; our collegiate presence on campus and overall engagement with students should reflect this.
2. COMMUNITY - Promoting a safe, healthy, inclusive, and supportive environment for all who study and work in the CoE.
3. BALANCE - Being flexible and equitable as we balance meeting both collegiate needs and individual preferences.
4. RESOURCE UTILIZATION - Prioritizing the use of limited resources (equipment, space, etc.) to serve as many students, faculty, and staff as feasible.
5. AGILITY - Ensuring we are able to modify arrangements in response to changing needs and/or if a course correction is required.

### Teaching

- Faculty will return to in-person classroom teaching in accordance with the UI’s recommendations for faculty.
- Any staff providing instruction will do so in person or consistent with the UI guidelines for faculty teaching.
- Face coverings and other safety protocols will continue to apply per UI requirements.
Online delivery of courses or components of courses requires prior approval by the associate dean for academic programs and appropriate UI offices.

Faculty members are encouraged to hold office hours on campus to support our students. Additional virtual times can be added when needed and if students request.

### Research
- Face coverings and other safety protocols will continue to apply per UI requirements.
- Return to research plans will sunset with the start of the fall semester. We anticipate research work will be able to resume as it was pre-pandemic, subject to UI and OVPR final guidelines.

### Faculty
- Guidelines for faculty were established by the Office of the Provost. As such, faculty should plan to be on campus for in-person classroom teaching in fall 2021.

### Staff
- All staff may return to 100% on campus work. No positions will be required to work remotely for all or part of the time.
- Generally, most staff in the CoE will be eligible for a hybrid work arrangement, with consideration given to function performed and service and coverage needs within the unit.
  - Hybrid work arrangements will be either 20% remote or 40% remote. As a rule, time on campus should exceed time working remotely.
  - A consistent, committed weekly schedule for remote vs. on-campus work is required.
- A limited number of positions may be eligible for 100% remote work, subject to supervisor/PI and college approval:
  - Some researcher roles;
  - Some research support roles; and
  - Some programming / software development roles.
  - The CoE also requires that staff positions approved to work 100% remote work cannot:
    - Supervise others;
    - Have responsibilities that include operating or maintaining on-campus equipment and/or facilities;
    - Be student- and/or public-facing roles.
  - A clear business rationale will be required that also ensures the remote work arrangement will not adversely impact student success, operational effectiveness, and service quality.
- A limited number of staff positions are not eligible for remote/hybrid work and will be 100% on campus:
  - Positions with 100% responsibility for facilities;
Positions in the ETC or IIHR shops that perform all job duties using on-campus equipment and facilities.

- Regardless of work schedule or location, coverage and service quality for the unit/function must be maintained.

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### Process and Approvals for Non-Standard Work Arrangements

- Work arrangements for CoE staff that are not 100% on-campus and working a standard schedule of 8 a.m. to 4:30 or 5 p.m. Monday through Friday must be documented by a flexible work arrangement (FWA) form, and approval will be required by both the supervisor and the college. This also applies to flexible schedules that were in place pre-pandemic.

- To ensure consistency and operational coverage for staff positions, individual preferences for work arrangements will be collected via a Qualtrics survey in late May. Following unit and collegiate review of the data collected, a communication to kick off the formal FWA approval process will be issued in late June.

- Employees working remotely must have a distraction-free location from which to work and sufficient internet connectivity (see minimum connectivity guidelines here).

- Flexible work arrangements are considered pilots that will be effective for the fall semester and undergo evaluation in the spring. The CoE reserves the right to end FWAs as operational needs dictate or in the event the arrangement is not effective for the employee and/or college.

- All previously approved Temporary Alternative Working Arrangements (TAWAs) will end on Aug. 1. Employees who would like to request an alternate work arrangement due to a serious health condition should contact CoE HR to initiate an interactive workplace accommodation process.

- Requests for remote work locations outside the state of Iowa will require additional approvals. Each request will be reviewed on a case-by-case basis and should only be made when there is a significant business reason for an individual to perform services outside of Iowa. Contact CoE HR to discuss.

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### Meetings & Events

- Subject to final UI guidelines, we anticipate that most meetings may be held in person. However, the CoE has the following recommended practices:
  - Virtual meetings will continue to be encouraged.
  - Meetings larger than four people should have a virtual option.
  - Consider whether all participants can equally and effectively engage if holding meetings with both virtual and in-person participants.

- Face coverings and other safety protocols will continue to apply per UI requirements.

- Tours for recruitment/admissions will resume. Additional tours will be evaluated on a case-by-case basis.

- Conferences, seminars, etc. may remain virtual or, if in person, have a virtual option to enhance participation.
• At this time, the CoE will still review and approve in-person events. Please submit requests via the workflow form.

### Equipment & Technology

- Requests for technology equipment or accessories for remote office use will be evaluated, approved, and acquired by the college and should not be purchased directly by a department. Equipment needs for remote offices will be evaluated as part of the flexible work arrangement process and more guidance will be forthcoming from the university.
- We expect to have laptops and a limited supply of webcams available for checkout from the CoE library.
- All equipment, including furniture, that was removed from campus for remote office use must be returned to campus before Aug. 2. A process for checking in these resources back will be communicated over the summer.

### Facilities

- The Seamans Center (SC) will resume its pre-COVID hours and access in the fall. Faculty, staff and students will have 24/7 card access.
- Research facilities are expected to return to pre-COVID status and occupancy, pending final guidance from OVPR.
- Conference rooms in the SC will go back online effective July 1. In addition, the Rooftop Terrace and room 3210 SC will be available for use and reservations beginning May 17. Occupancy will be based on the final UI guidelines once available.
- Staff who are approved to work 100% remotely will not have an assigned workspace/office on campus.
- Staff approved to work in a hybrid capacity may be asked to use a shared workspace/office when on campus, depending on space supply and demand.

### Timeline

- **Aug. 2, 2021 is the CoE’s return to campus date.** This is the date by which each of us should be settled into our approved fall work arrangements, whether fully on campus, fully remote, or hybrid.
- The switch to remote work was extremely abrupt. As we switch back to on-campus work, we encourage you to use June and July to ease back into on-campus work. You should determine what you need to successfully make this transition and communicate with your supervisor when you want to begin returning over the summer.
- We will use the following process and timeline for the development and approval of transition to work arrangements for fall:
  - Late May: Staff indicate preferences for fall work arrangements via Qualtrics survey.
CoE Fall 2021 Preliminary Guidelines, p. 5

- Mid-June: Collegiate and unit review and preliminary approval of fall work arrangement preferences in aggregate.
- June/July: Employees transition back to campus as needed/preferred.
- Mid-July: Formal approval process for any non-standard work arrangements for fall.
- Aug. 2: Fully returned to campus with approved fall work arrangements in place.