



## Core Meeting Hours Guide

This guidance has no bearing on the scheduling of teaching or research activities - the aim is to encourage colleagues to develop collaborative, team-based approaches to support flexibility in these areas.

It is recommended that meetings and events that any colleague may need or wish to attend, including social gatherings, should take place between **10.00am** and **4.00pm** as far as possible. College Management Group (CMG) has been asked to recognise this approach as 'best practice' in the College of Arts. Colleagues can have meetings, if they wish, outside of these times, but we would suggest that meetings outside of these times are not the default. While we appreciate that meetings with others outside of the College of Arts may not be possible to arrange in this way, it is hoped it will benefit as many as possible and encourage other areas of the University to follow our approach.

In addition, it is encouraged that we provide colleagues with the time to move between on-campus, in-person meetings, or to have a break between virtual meetings, with the normative hour-long meeting moving to a 50-minute meeting, with the start time being 5 minutes past the hour and the finish time being 5 minutes to the hour. This would also align with the teaching schedule.

It is also recommended that regular meetings are scheduled to ensure there is a reasonable period during which lunch can be taken by colleagues.

This does not prohibit individuals from making informal arrangements to meet outside of these hours, so long as this is acceptable to ALL parties, with opportunity allowed for colleagues to indicate if the suggested time is unsuitable.

In addition, we should attempt to vary the days on which meetings and events are held to help part-time staff and consider allocation of a meeting-free day in our schedules.

### ***Core meetings examples:***

They include, for example:

- Meetings within the School which may involve any member of staff, such as:
- School Committees (L&T, Research, EDI (Equality Diversity and Inclusion), BoS)
- School Management / School Forum or meetings of the whole school.
- Meetings for the development or dissemination of policy and practice, such as Subject Meetings
- Academic process meetings, such as examination boards.
- School social and networking opportunities (lunch is the preferred time for these).
- Other meetings which may be considered essential for governance and/or staff engagement.

### ***Non-core meetings that should be thoughtfully managed***

It is recognised that some meetings are important for the intellectual participation and professional development of colleagues, such as teaching development workshops, and research seminars. There should be some effort to:

- Arrange some of these meetings within core meeting hours if it is not practical to include them all within the core times.
- Avoid scheduling meetings or events in a repeated time slot meetings or outside of core meeting hours e.g. research seminars. Where it is necessary to schedule events outwith core meeting hours, it is recommended that colleagues are provided with a long notice period.