

University of Maryland School of Nursing

MEETING GUIDELINES

While we learned a great deal about the use of technology to conduct our work remotely during the pandemic, the richness of having in-person contact to conduct the work of the University of Maryland School of Nursing cannot be minimized.

The following meeting guidelines will be in effect for 2023 - 24 academic year.

Web conferencing-equipped conference rooms in Baltimore are listed on [this webpage](#). Please note that this list will continue to be updated as rooms are equipped. A mobile cart with web conferencing equipment is also available if requested two business days in advance via the [Nursing Help Request Form](#).

- 1) UMSON's standing committees will provide nursing faculty and staff at UMSON at USG with the opportunity to participate remotely, either by phone or through a virtual platform. Standing committee chairs are responsible for determining the method of participation and will work with the designated staff member to secure an appropriate room to hold the meeting.
- 2) Baltimore faculty and staff are encouraged to participate in standing committees in person whenever possible. Staff members approved to telework are not expected to participate in person but should be afforded the opportunity to join the meeting by phone or through a virtual platform. If it is critical that the staff member attend the meeting in person, per UMB's telework policy, the staff member should be given notice of at least two weeks. Standing committee chairs are responsible for determining the method of participation and will work with the designated staff member to secure an appropriate room to hold the meeting.
- 3) Unit and department meetings will be held in person, with staff who are teleworking on the scheduled day being able to participate remotely or, with two weeks' notice, to change their telework day to attend in person. The supervisors/department chairs are responsible for determining the method of participation for staff who are approved to telework and will secure an appropriate room to hold the meeting.
- 4) For All-School and Faculty assemblies, faculty and staff are encouraged to participate in person regardless of their office location. When requested, the assemblies will be broadcast for those who teach classes at USG on the scheduled dates and cannot travel to Baltimore.
- 6) Wednesdays will continue to be meeting free, when feasible, for any internal UMSON meetings.
- 7) UMSON meetings will start on the hour and half hour and will end 5 minutes before the hour or half hour.

June 20, 2023