

MESSAGE FROM THE PROVOST

In our last Town Hall meeting, Dr. Callender mentioned the impact high utility and gasoline costs are having on our employees and on our institution. He also mentioned exploring the option of a four-day, ten-hours-a-day work week to address this issue. To that end, we are implementing a **six-month pilot program** for a four-day, ten-hours-per-day work week for the Administration and Materials Management Buildings.

Beginning September 19th, the Administration Building will be closed on Fridays (*except for the fourth floor, where the computer servers are housed and need to be kept at a certain temperature*). The staff of the Provost's Office will implement the four-day, ten-hours-a-day work week on **Monday, August 25th**, to give us time to ensure that we have systems in place to maintain the highest level of customer service when the building is officially closed on September 19th.



The executive leadership in the Provost's Office will be **in their offices on the fifth floor on Fridays until September 19th**. Once the building closes on the 19th, **I will be working from an office on the fourth floor in the Administration Building**, and Dr. Steve Lieberman will be working from an office in the Instruction Management Office in the Graves Building. Cameron Slocum and Jackie Genovese will be alternately on campus or on call, and Shawn Norman and Chasity Burris will be on call.

We will be sending out an additional message with contact numbers once our alternate offices have been established. Thanks for your patience as we explore ways to help our employees and our university adjust to the increased costs of gasoline and utilities.

Sincerely,

Garland D. Anderson, M.D.
Executive Vice President and Provost
Dean, School of Medicine
Thomas N. and Gleaves T. James Distinguished Chair