

Contract and Advising Week

The week prior to the beginning of classes in fall and spring semester is called contract week or advising week. Full-time faculty members, TAs, and part-time faculty are obliged by contract to be available during this week. Fall semester advising week is also used for orientation meetings and retreats. It is not necessary to be on campus routinely during this week, but you should plan to be accessible as needed and relevant to your job duties during this week, and should plan that this week will involve responding work-related email in timely ways; attending scheduled in-person meetings, orientations, trainings, and events; and meeting with students for advising or other projects as needed.