



Alcorn
State University

DA: June 1, 2018 (emended June 4, 2018)

TO: Deans

FR: Donzell Lee, Ph.D.
Provost & EVPAA

A handwritten signature in cursive script that reads "Donzell Lee".

RE: CLARIFICATION OF SUMMER 2018 PILOT

The *Summer 2018 Four-Day Class Schedule Pilot* applies to the deployment of academic courses only; it affects just students and instructors.

Administrative leaders and support teams are still expected to arrive by 7:59:59 AM, effectively, to start operations and ensure customer service delivery during university hours (8-5) and throughout the workweek (M-F). Academic Affairs has received calls from students who have been unable to reach departmental personnel. I have confirmed the same and informed you on a case-by-case basis.

As we proceed through the summer pilot and begin Fall 2018 preparations, please ensure that you and your staff are available--on time--to deliver exceptional service to (new) students, staff, parents, instructors, alumni, etc. during official business hours. Failure to adhere to this employment requirement is grounds for disciplinary action, including termination. Your usual cooperation is appreciated.