

Department of Cell & Developmental Biology
University of Michigan Medical School
Departmental Policy on Meeting and Event Scheduling

I. Purpose

Department leadership in Cell & Developmental Biology (CDB) have a responsibility to ensure that respect for diversity and inclusion are embedded and practiced in the core activities of the department. CDB department leadership pledge to be respectful of religious practices as part of our commitment to embrace diversity, equity, and inclusion.

This policy outlines the procedures surrounding scheduling departmental activities/events for all CDB members including, faculty, students, postdoctoral fellows, and staff. In CDB, we are cognizant of and embrace all religious holidays. We strive to have a balance between supporting CDB members' ability to participate fully in religious holidays and allowing time to conduct departmental business.

II. Definitions

- a. Special Events: Those events that do not occur regularly. These include the CDB Retreat, certain social events (holiday gathering, ice cream socials, etc.), thesis committee meetings, and large lectureships (Burton Baker, Sarah W. Newman, Sun-Kee Kim Lectureships).
- b. Ongoing Events: Events that are scheduled consistently – monthly, weekly, quarterly, etc. Examples of ongoing events include lab/staff meetings, faculty meetings, CDB seminar series, and faculty Brown Bags.

III. Policy

When scheduling special events, the department will do everything possible to not schedule events on religious holidays. CDB will consult the UM Office of the Provost's [list](#) of religious holidays for scheduling purposes.

When scheduling ongoing events, the department will hold meetings as scheduled and avoid UM recognized [holidays](#). CDB will adhere to the [UM Guidance](#) regarding religious/academic conflicts (as noted in section 2.B.6 of the UM Faculty Handbook).

CDB will make every reasonable effort to avoid negative consequences with special events that are reported to conflict with a holiday listed in UM Office of the Provost's list of religious holidays.

- IV. Please contact the Department Administrator, Karen Lang (karenl@med.umich.edu or 734-647-0801) or the Department Chair, Pierre Coulombe (coulombe@umich.edu or 734-615-5709) with questions concerning this policy.

V. Approval History

Developed by: CDB Executive Committee

Approved: CDB Executive Committee September 6, 2017

General Council Review: September 5, 2017

Review and update by the CDB Executive Committee, annually.