**Departmental Dress Code**

**Department of Biostatistics and Epidemiology**

**Business-Casual Guidelines for Faculty, Staff, and Students**

**Purpose:** These guidelines are for situations where we are involved in meetings with investigators or others from outside our department. They should also apply to situations where our students are representing our department, e.g., serving as a teaching assistant for service courses in classroom settings or serving as a research assistant in meetings with researchers from other departments. This dress code is meant to insure that our faculty, staff, and students project a professional appearance and reflect positively on our department.

**What is Business Casual?** Business casual is crisp, neat, and should look appropriate. It should not look like cocktail or party or picnic attire. Avoid tight or baggy clothing; business casual is classic rather than trendy. Don't confuse club attire with business attire. If you would wear it to a club, you probably shouldn't wear it in a business or professional environment.

**Basics**: Khaki or dark pants, neatly pressed, and a pressed long-sleeved, buttoned solid shirt are safe for both men and women. Women can wear sweaters; cleavage is not business-appropriate. Polo/golf shirts, unwrinkled, are appropriate. This may not seem like terribly exciting attire, but you are not trying to stand out for your cutting edge look, but for your good judgment in a professional environment. **Shorts are never appropriate**.

**Shoes / belt**: Wear a belt and shoes. Sandals (but not flip-flops) are also acceptable. Athletic shoes (with socks) are also acceptable but must be clean.

**Details**: Everything should be clean, well pressed, and not show wear. Even the nicest khakis after 100 washings may not be your best choice. Use common sense. If you show up for a meeting and realize you're not as well dressed as you should be, make a quick, pleasant apology and make a good impression with your interpersonal skills and intelligent questions.

**Specifics for Men's Business-Casual**

**Shirts**: Long-sleeved shirts are considered dressier than short-sleeved and are appropriate even in summer. Choosing white or light solid, or conservative stripes is your safest bet. Polo shirts (tucked in, of course) are acceptable in more casual situations.

**Socks**: Wear socks, mid-calf length so no skin is visible when you sit down.

**Shoes**: Leather or fabric / microfiber shoes should be worn. Athletic shoes can be worn but must be clean. Flip-flops are not acceptable. Nice sandals are acceptable.

**Specifics for Women's Business-Casual**

**Pants / skirts**: Women can wear casual pants or skirts. Neither should be tight. Fabrics should be crisp. For the most business-like appearance, pants should be creased and tailored; neither extreme of tight or flowing.

**Skirt length and slits**: Your skirt should come at least to your knees while you are standing. While you are seated, your thighs should be covered. If your skirt comes to just below the knee, a slit to just above the knee might be acceptable. A very long skirt should not be slit to above the knee. Generally slits in the center back of a skirt — to facilitate walking a stair climbing — are acceptable. Slits to facilitate a view of your legs are not appropriate. Slips should not be visible.

**Shirt / sweaters**: In addition to tailored shirts or blouses, tailored knit sweaters and sweater sets are appropriate business casual choices for women. Cotton, silk, and blends are appropriate. Velvets and shimmery fabrics suitable for parties are not appropriate. Fit should not be tight. Cleavage is not appropriate to a professional environment.

**Shoes**: Should be leather or fabric / microfiber. For the most conservative look, toes should be covered. Sandals, which are neither extremely dressy nor extremely casual, might be appropriate. Thin straps and spike heels are not appropriate. Your choices reflect your judgment. Flip-flops are not appropriate.