

College of Arts and Sciences

Policy on Absence of Instructors from Class

Preamble

Each semester calendar is constructed to provide the number of student class contact hours required by applicable State regulations and accreditation standards. Class based instruction is integral to the delivery of the University's curriculum, fundamental to academic tradition, and part of the institution's contractual commitment to registered students. While canceling class may at times be unavoidable (e.g., due to unexpected illness, inclement weather, conflict with another professional obligation), all efforts should be made to provide appropriate instruction to students when an instructor is not available to teach a particular class. This policy is designed to ensure the integrity and continuity of the University's instructional program where an instructor is absent from class or a Department Chair is away from campus.

Policy

Instructors are responsible for meeting their classes regularly and at scheduled times according to the University calendar. In the event of illness or an emergency, instructors must notify their department or school so that suitable action may be taken. Instructors who will be absent from campus during a regular work week for professional reasons (e.g., to attend a conference) while classes are in session, shall inform the Department Chair of these activities in advance. Classes cannot be canceled under these circumstances; instead, the instructor must find a replacement or present an alternative instructional plan. Either option must be approved in advance by the Department Chair.

Department Chairs must notify the Dean's Office of any activities that take them away from campus for an extended period of time during a regular work week. In these instances, the Department Chair shall designate and provide the Dean's Office with the name of an Acting Chair who will be available for consultation in the Chair's absence.

Violations of this policy shall be cause for discipline.