

POLICY REGARDING FACULTY ABSENCES FROM SCHEDULED CLASSES

1. When a faculty member is unexpectedly absent:

An absent faculty member should call the chair of his/her department. If the chair cannot be reached, a message should be left **AND** the faculty member should call the administrative assistant. If the AA cannot be reached, the next call should be to the College Office. It is important that a sick faculty member talks to a real person and not just assumes that a message left on voicemail will be sufficient.

If a class must be cancelled, the first preference is for a faculty member to make the announcement. Only if faculty is not available should Administrative Assistants be asked to make the announcement.

If an AA is asked to cancel a class, she should **not** be asked to hand out study questions, take attendance, or undertake any other course-related tasks.

2. When a faculty member knows in advance of an absence:

Faculty should not simply cancel classes during their absence. Nor should departments be obliged to find faculty to teach in place of the absent colleague. Instead, the faculty member should arrange to provide students with a meaningful educational experience for each class period that he/she is absent. Such experiences would include, but not be limited to:

- An examination
- A guest speaker internal or external to the University
- A relevant video
- A discussion group lead by student(s) in the class
- A formal session with a reference librarian—e.g., on searching internet bases electronically
- An out-of-class assignment leading to a product—e.g., producing a work of art in a studio; making an audio or videotape in a lab; collecting data for an experiment.
- Some other in-class assignment—e.g., working on a group project or assignment

Absences of up to three consecutive University business days must be coordinated with the department Chair. For absences of more than three consecutive University business days, the faculty member must obtain approval in advance from both the Chair and the Dean.

3. If a faculty member is absent for an extended period:

The department chair, working in collaboration with the Dean and, where appropriate, the faculty member, shall make arrangements to secure a substitute or replacement teacher for each course affected.