Memorandum

Date: October 15, 2015

To: Department Chairs, Faculty

From: Office of Academic Affairs

Subject: Policy on Faculty Absence

Below is a summary of the policies and procedures for reporting and compensating instructors during an absence period. The Office of Academic Affairs is responsible for posting signage informing students of instructor absence and directing students to the Office of Academic Affairs to sign roster.

1. First day of Absence: Faculty are required to call the Office of Academic Affairs and the department chair to report absence for the day. Please call before class time so our staff can post signage in your classroom. Faculty must provide the Office of Academic Affairs the reason for the absence and complete an Absence Certification Form the following day. If the instructor is absent for 5 or more consecutive days, due to illness, the instructor must bring Physician Certification indicating fitness to return to work. Absences over 20 days require a Formal Leave of Absence.

2. Class schedule time/day cannot be altered to make up instructional hours.

3. Students cannot be directed to perform/participate (i.e. attend a library workshop, learning center, tutoring center) in any activity unless the instructor of record is present and prior arrangements with the center/library faculty/staff have been made. This includes presentations by guest speakers.

4. Any signage related to absences must be posted by staff from the Office of Academic Affairs.

5. Absence Certification must be signed by the department chair and supervising dean.

6. Substitutes are not paid on the first day of an absence. Faculty cannot arrange for a substitute without prior approval from the supervising dean. Furthermore, substitutes must be arranged by the department chair, not the faculty member. All substitute reports for compensation must be accompanied by the Absence Certification.

7. If faculty have an email list or web page, by which students are regularly contacted, it is acceptable to use this method to directly inform students of their absence in order to minimize student inconvenience. However, this does not relieve the instructor of the responsibility to report absences to his/her department chair and Academic Affairs, and to fill out and file an Absence Report on returning. Academic Affairs will post signage and provide a sign-in roster for students who report to class.

8. Faculty must complete an Excursion/Field Trip report if the instructor is not meeting students in the regularly scheduled classroom. Excursion/Field trip Forms must be completed two weeks prior to the trip and approved by the supervising dean.