Course Delivery Changes and Cancelling Classes

In accordance with University Procedure 12.01.99.C0.03 (“Responsibilities of Full-Time Faculty Members”), Section 2 (“Teaching Expectations”), it is expected that courses will be taught in the format listed in posted schedule, meaning that faculty members should hold classes on all the dates and times listed on the official schedule, and all recurring changes to the format of courses (type of delivery/distance learning, days/times met) must be approved by the Associate Dean and included in the official schedule. Cancellation of classes, including posting assignments online in place of a face-to-face meeting, should be kept to a minimum and documented through official means.

Scheduled Absences

Faculty should notify their direct supervisor at least two weeks in advance of any scheduled absence (including work-related and non-work-related travel) and receive written approval if the absence is not related to their role as faculty. Reasonable efforts should be made to find a substitute or replacement in lieu of canceling any classes that will be missed for a scheduled absence. If appropriate, the absences may be recorded as Sick Leave or requested in advance as a travel request. Submitting a travel request is sufficient for reporting missed work due to work-related travel.

Unscheduled Absences

Faculty should notify their direct supervisor as soon as they are able in the case of unscheduled absences (illness, family emergency) that cause them to miss work. All unscheduled absences should be recorded as Sick Leave in accordance to University Procedure 31.03.02.C0.01 (“Sick Leave”), Sections 3 and 4.

Notifications

In addition to notifying their direct supervisor, faculty should also notify their students and any colleagues (learning community colleagues, for example) of any scheduled or unscheduled absences. If faculty desire a note to be placed on their office and/or classroom door, they should include University College administrative assistants in their notice.

If faculty members alter only their office hours, they do not need to notify their supervisor as long as the hours are made up during the week and their students are suitably informed.