II. B. 5. ABSENCES
Drafted February 2019

Course Delivery Changes and Canceling Classes

It is expected that courses will be taught in the format listed in posted schedule, meaning that the faculty member will hold classes all the dates and times listed. 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 posted schedule. Cancellation of classes, including posting assignments online in place of a face-to-face meeting, should be kept to a minimum, approved by director supervisor, and documented through official means. (Responsibilities of Full-Time Faculty Members, 12.01.99.C0.03, 2.1, 2.4, 2.5)

Scheduled Absences

Faculty should notify their direct supervisor at least two weeks in advance of the scheduled absence (non-work-related travel, family events, or community/professional service) 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 in Workday or requested via Concur. Submitting a travel request via Concur is sufficient for reporting missed work due to work-related travel.

Birthday Leave

Faculty are entitled to Birthday Leave under the Scheduled Absences policy above. Birthday Leave should not be used on a day that faculty are scheduled to teach class.

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 via Workday according to University policy (cite).

Notification

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.

Changes to Office Hours

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. Faculty
can reach out to University College administrative assistants or a colleague to place a note on their door if they are unable.