

SUBJECT: Faculty Absence from Class	Effective Date: July 1, 2011	Policy Number: 01-1-020
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Faculty/Division Chairs	

I. Purpose and statement of operational policy underlying the procedure.

Class meetings are the paramount responsibility of any faculty member. If professional commitments require absence, the faculty must make arrangements for student learning, must inform all students of the plan (in writing if the scheduled meeting is replaced by assignments or another meeting place or time), and must notify the Division Chair in writing prior to the absence. Illness, bereavement or other emergencies may require absence, but the faculty member must notify the Division Chair to make appropriate arrangements. In case of emergencies, the faculty member should inform the Division Chair, the Divisional Secretary, or a colleague as soon as possible so students can be notified. Absences of more than one day require that the Division Chair be directly notified. The faculty member must follow College policy and submit a leave form prior to an absence with advanced planning, or immediately upon return in cases of illness or emergency.

II. Applicability/Scope

All Faculty for all absences

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Faculty Member (for professional, planned leave)	Notification of Division Chair with time/date of absence and with arrangements for class activity and notification to students of arrangements, written if out of class assignments are made	Before the class meeting time
Faculty Member (emergencies)	Notification of the Division Chair or a colleague to inform student of the emergency	As soon as possible
Faculty Member	Submission of a leave request form	Prior to leave for professional, planned absence, and within two days of return for illness or emergency leave

IV. Related policies/References for more information

Faculty Handbook

Authorizing Official: <u>Barbara K. Judd</u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	