

03.FAC.03C

MEETING CLASSES AND FACULTY ABSENCE

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University Procedure 12.01.99.C0.03 Responsibilities of Faculty Members, Section 2.4 specifies that all faculty are expected to, “meet classes as scheduled, in accordance with the official university schedule and the official course designation for instructional method.” These Procedures and other University or College policies may specify additional responsibilities that require a faculty member’s presence (e.g., faculty meetings, committee meetings).

The College of Business recognizes that faculty may be unable to attend class or fulfill other responsibilities for legitimate personal (e.g., illness) or professional (e.g., conference travel) reasons. This policy clarifies faculty responsibilities related to absences for such reasons.

When faculty are unable to meet scheduled classes for professional or personal reasons, faculty should make appropriate arrangements to assure minimum disruption of course activities.

Options for covering classes include, but are not limited to, the following:

- Scheduling examinations and arranging for acceptable examination proctors.
- Arranging guest lectures by colleagues or external experts.
- Assigning library research activities consistent with the course.
- Meeting classes virtually using the technology available to all students in the class (e.g., Zoom).

When circumstances do not permit a faculty member to make arrangements to cover classes missed due to illness or other personal reasons, the faculty member must notify the department chair, or have the department chair notified, as soon as possible. Failure to provide such notice may result in a formal reprimand. In such circumstances, the departmental chair and/or the dean will intervene on the faculty member’s behalf giving full consideration to the autonomy of faculty prerogatives in course management, while factoring in the consequences of exigency in finding an acceptable departure from planned course activities.

When a faculty member is unable to make appropriate arrangements for covering classes or other assigned activities due to illness, he or she must apply for sick leave in accordance with University Procedure 31.03.02.C0.01 Sick Leave. Faculty should also consult University Procedure 31.03.02.C0.01 Sick Leave to determine the amount of sick leave for which they need to apply.

[See University Procedure 12.01.99.C0.03 - Responsibilities Faculty Members.](#)

[See University Procedure 31.03.02.C0.01 - Sick Leave.](#)