

Faculty Absence Process

(Revised January 29, 1999)

When classes must be missed for professional or personal reasons, faculty should make appropriate arrangements to assure minimum disruption of course activities. Scheduling examinations and arranging for acceptable examination monitors is an example of an appropriate arrangement. In other circumstances guest lectures by colleagues or external experts may be appropriate. Research activity consistent with the course provides another option.

When circumstances that require a decision about a departure from planned activities arise in the faculty person's absence, the departmental chair and/or the dean will intervene on the faculty person's behalf. Full consideration will be given to the autonomy of faculty prerogatives in course management, while factoring the consequences of exigency in finding an acceptable departure from what was planned.

Faculty must submit a form (available from department secretaries) specifying date(s) of absence (travel), purpose or reason for absence, how attendance at desired event will benefit the college and enhance the faculty member's professional development, classes to be missed, arrangements made for coverage of classes, and information on how the individual may be reached during his/her absence. Faculty travel authorization forms may be used to communicate the arrangements made to handle classes during absence.

The absence must be approved in advance of departure; the form must be signed by the department chair or by the Dean of the College. Completed forms are kept on file at department secretaries' offices.