

Faculty Absence Policy

Faculty members must notify their department chair and dean when they are absent from class. This policy applies to absences that are known ahead of time (e.g., professional meetings or planned medical procedures) and absences that occur unexpectedly (e.g., illness, emergency, inclement weather). If known ahead of time, faculty members should notify the students and if possible, these absences should be indicated on the course syllabus. It is also the faculty member's responsibility to make every effort to notify their students of unexpected absences. If faculty members are unable to contact the students enrolled in their classes, they should notify the department secretary, who will attempt to notify the students enrolled in the classes. Faculty members are still responsible for notifying their department chair and dean of their absence. The method by which the faculty member notifies these parties should be by email, unless their department specifies a different method.

It is assumed and expected that absences are rare and that faculty members will ensure that students enrolled in their classes will not suffer academically as a result of their absence(s). If necessary, the faculty member's dean may request further information regarding the absence and material coverage to ensure that the faculty member is complying with this policy. Departments reserve the right to form a more stringent absence expectations regarding notification, rationale, and material coverage.

An excessive number of absences, as determined by the faculty member's dean, will constitute grounds for action as set forth in the Faculty Handbook (Appendix XI). This provision excludes absences due to short-term disability, the Family Medical Leave Act, and other leaves of absence approved by Human Resources. Failure to report an absence in a timely manner is in direct violation of this policy and subject to disciplinary action.