

**Department of English**  
**Policy and Procedures for Absences from Class**  
Approved by the Department Council 2 October 1998

The university presumes that it is faculty members' most basic responsibility to meet their classes regularly, while acknowledging that unplanned absences because of illness are unavoidable. The Department of English recognizes that other professional responsibilities sometimes conflict with teaching duties. This document sets forth policy and procedures intended to guide faculty in minimizing the negative effects of absences on their teaching responsibilities.

1. Faculty members are expected to meet their classes regularly. When faculty members know ahead of time that they will be unable to meet class (for example, because of attendance at a professional meeting), they should do one of the following:

- (1) arrange for a colleague to substitute in class and notify the chair or appropriate academic program director
- (2) arrange an out-of-class assignment and notify the chair or appropriate academic program director
- (3) notify the chair or appropriate academic program director and request that he or she arrange for a substitute
- (4) arrange an alternative time to meet with the class, or (for late afternoon and evening classes) extend the time period for a number of classes to make up the missed time, and notify the chair or appropriate academic program director
- (5) notify the chair or appropriate academic program director and inform him or her of other arrangements.

2. When illness or other unexpected event prevents a faculty member from meeting a class, a faculty member should notify the chair or appropriate academic program director as soon as possible (through his or her secretary) so that he or she can cancel the class or arrange a substitute. Absences must be reported on the monthly Benefits Usage Statement form.

3. Faculty members who are traveling on university business should fill out an "authorization to travel" form to establish that they are traveling with the permission of the university should anything untoward happen to them while traveling.

4. The university requires that all undergraduate classes meet for examination or other instructional purposes at the time assigned in the final examination schedule. Permission not to meet on the day of the final examination may be granted by the dean of the college. Faculty members should petition the dean through the chair or Director of Undergraduate Studies.