

ABSENCE OF INSTRUCTORS FROM CLASSES

Planned Absence

When faculty members must be absent from class, they need to contact their Department Chair and inform the Chair of the arrangements they have made to cover their classes. If a substitute faculty member is employed, it is the responsibility of the Department Chair to process, assign, and make pay recommendations on substitutes to the Division Director.

Unplanned Absence

When faculty members will not be present for class due to an unplanned absence, they need to contact their Department Chair as soon as possible so the Chair can make arrangements to cover their classes.

Students are required to wait for an absent faculty member for a period of fifteen (15) minutes. If, after that time, the faculty member has not arrived or the class has not been notified of a faculty member's late arrival, class members may be excused for the remainder of the period without penalty. Such occurrences should be reported to the appropriate Department Chair, Division Director, or to the Vice President, Educational Services to ensure that the reason for the absence is effectively addressed and resolved.