

Absence from Duty

Each faculty member is expected to meet regularly assigned classes, scheduled examinations, posted office hours, and other assigned duties and commitments. However, an occasional brief absence may be necessary, and each faculty member will make suitable arrangements in the event of such absence. Authorized absence from duty may include the following reasons: (a) administrative travel, (b) attendance at professional meetings, (c) approved university or personal business, or (d) field trips for university-sponsored functions. Absence from duty must be approved by the faculty member's department head, and others (e.g., supervisor, dean) as appropriate. Any absences from duty not approved in this manner will be considered unauthorized.

When a faculty member experiences a personal emergency such as death or illness in his or her immediate family, the faculty member's supervisor may grant approval for absence from duty. Requests for absence from duty in emergency situations must be made as soon as possible to allow the department head or dean to assure that the faculty member's responsibilities will be handled in an appropriate manner. It is acceptable for a faculty member to request absence from duty in an emergency situation via email, phone, or other such means. The department head must log all such absences. The faculty member may notify the classes affected directly or ask the department to do so, but in either case the absence must be reported and logged. Notification of absences applies also to office hours, including scheduled online office hours, and any other activity in which students would normally expect to meet with the faculty member. As soon as practical, or upon his or her return, the faculty member should request appropriate leave(s) of absence to cover those incurred.