
Procedure:	Classroom Faculty Absences	Reference No.: 3.5
Authority:	College President	Cross Reference: Policy 1.1
Approved:	November 9, 1994	
Revised:	February 15, 2008	

Whenever a faculty member is absent from class, regardless of reason or duration, the College will support the Department in meeting the instructional objectives of the course.

***Guidelines:**

1. Department Chairpersons are to ensure that reasonable efforts are made to meet the instructional objectives of the course and to maintain accurate records of all faculty absences.
2. All faculty members must notify their Department Chairperson of absences in accordance with the procedure established by the Division/Department so that appropriate arrangements may be made.
3. Whenever a full-time faculty member is absent from class due to illness, the missed time must be recorded as sick leave on the monthly sick time usage report.
4. If a faculty member is to be absent from class for an extended period, the Chairperson shall be responsible for hiring a substitute with the approval of the Dean and Executive VP and CAO.
5. Chairpersons will keep their Divisional Dean informed regarding unusual or frequent faculty absences.

***These guidelines are to be used in conjunction with the Faculty Association Contract**