



MEMORANDUM

DATE: August 17, 2012

TO: Faculty
Department Chairs and Academic Deans

FROM: Janet L. Powell
Associate Vice President for Faculty Affairs

SUBJECT: Absence from Class/Class Accommodation Form

As many of you are aware, under the provisions of the Collective Bargaining Agreement (CBA) faculty are provided various types of leaves, e.g. sick leave, emergency leave, medical leaves, as well as time away from classes to engage in professional development activities. In the past, faculty have reported this to their deans/program directors/center directors on an informal and inconsistent basis. In order for faculty to be covered in terms of liability and for reimbursement purposes, it is imperative that faculty report any absences from classes. To help rectify this situation and to make things easier for the faculty and the administration, the attached form will be used. When faculty are absent from classes for any reason, it must be reported to the department chair/dean. Absence from class for reasons other than illness or emergency requires prior permission from the chair/dean.

Classes should be canceled only under exceptional circumstances when it is impossible to provide coverage. Every effort should be made to provide appropriate coverage for all classes, through alternative assignments, activities, and/or a substitute instructor. Informal voluntary substitution by a University colleague is permissible, but the chair/dean should be notified in advance. The department chair/dean must be notified in advance of the class accommodation.

Faculty members must report any absence from class on the ***Notice of Absence from Class/Class Accommodation*** form. Copies of the form are available on the Faculty Affairs WEB page and in the department/dean office.

Thank you for your assistance in this matter.

Copy: Emily Cutrer

