

## Faculty Absences

Faculty members are expected to meet all of their classes regularly and punctually. If a faculty member must be absent from a class, he/she is responsible to plan for the work during the absence and to have such plans approved by the Department Chair. When illness or some emergency unexpectedly prevents a faculty member from meeting a class, the School Dean's Assistant should be notified as promptly as possible for all classes beginning after 8:00 a.m.. If the School Dean's Assistants not available, notify the Department of Safety. For classes beginning before 8:00 a.m. notify the Department of Safety (ext 6005).