

## **Faculty Absences**

### **Face-to-Face Course Instruction**

Faculty members are expected to meet all of their assigned face-to-face classes in person. Any physical absences must be communicated and processed as outlined below.

Anticipated Absences. These are absences that can be anticipated far enough in advance for the faculty member to make advance plans to cover the instructional time. In these cases the faculty member shall submit in writing an absence request to their department chair/program director, outlining their plans to cover the instructional time for each of the class meetings to be missed.

Unanticipated Absences. These are absences that cannot be anticipated far in advance for the faculty member to make plans to cover the instructional time (e.g., illnesses or family-related emergencies). In these cases the faculty member shall communicate clearly and proactively with students on their Canvas course site (prior to the class meeting, if possible); and shall inform their department chair/program director of the missed class in a timely manner.

### **Online Course Instruction**

Synchronous Online Instruction. For synchronous online instruction, a faculty absence from the virtual class environment carries the same set of expectations, and should follow the same protocol, as outlined above for faculty absences from face-to-face classes.

Asynchronous Online Instruction. If a faculty member providing asynchronous online instruction is unable to provide instruction and feedback according to the schedule outlined in the syllabus, the faculty members shall communicate proactively with their students, notifying them of the revised schedule; the faculty members shall also communicate with their department chair/program director, explaining the need for and implementation of a revised schedule.

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