

COLLEGE OF ARTS, SCIENCES, AND LETTERS
University of Michigan-Dearborn

Policy and Procedure Guide

SUBJECT: Faculty Absence Policy

APPROVED BY: CASL Executive Committee 11/24/87 (Amended 01/19/88)

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1 FORMS OF ABSENCE

This policy covers faculty absences of the following kinds:

- a) illness
- b) conferences, professional meetings, or other professional duties
- c) family emergencies

2. ABSENCE POLICY

It is the policy of the College of Arts, Sciences, and Letters that:

- a) all teaching faculty must make a reasonable effort to meet all scheduled classes for the allotted time.
- b) if it is impossible for any of the above reasons to meet a class, it is the instructor's duty to inform the departmental office if and when the absence can be anticipated.
- c) the course instructor is responsible for arranging appropriate substitute instruction in the event of absence.
- d) the instructor should inform the class of alternate teaching arrangements in advance of absence (if possible) and win class approval of any rescheduled class meetings.

3. DEPARTMENTAL RESPONSIBILITY

The department chair bears the ultimate responsibility of seeing that classes meet as scheduled with an acceptable instructor, or that the instructor gives alternate assignments.