



Instructor Absences

Policy CU 03.08

Board of Trustees Approval Date: 06/30/93

Revision Date(s): 03/24/04

Revision Responsibility: Vice President for Instruction

Comments:

The College is committed to offering course work as scheduled; at no time may instructors cancel classes. All instructors are to meet their classes on time and remain available to students for the full time allotted to that class. If the need arises for an instructor to be away from an assigned class, the instructor is primarily responsible for securing a qualified substitute.

When an instructor requests to be absent in advance and such request is approved by the appropriate Division Dean or Director and the Vice President for Instruction, the instructor must complete the Curriculum Class Coverage form indicating how the class will be covered during the absence. In emergency situations, the appropriate Division Dean/ Director, or Vice President for Instruction may assist the instructor in securing a substitute.

While on campus this policy can be viewed by accessing Human Resources on SharePoint.