

The University Senate of Michigan Technological University

PROPOSAL 9-95

ABSENCE FROM REGULARLY SCHEDULED CLASS MEETINGS

A faculty member is expected to meet with assigned students for classroom instruction, laboratory engagements, and examinations, except when prevented by illness, other unavoidable causes, or when absent on duly authorized travel. When a faculty member has knowledge of anticipated dates of absence, written approval for such absence should be obtained from the appropriate supervisor, who is responsible for working with the faculty member to make arrangements for providing a substitute. In emergencies, when the supervisor cannot be reached, the faculty member should make other arrangements for the classes and report such arrangements to the supervisor at the first opportunity.

Dismissal or rescheduling of classes in lieu of finding a substitute should be used only as a last resort and should be reported in a timely manner to the supervisor.

Adopted by Senate: December 14, 1994

Approved by President: January 23, 1995