



Faculty Absence from Professional Responsibilities Policy

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I. Purpose

Faculty traditionally extend professional courtesies to their colleagues for absences resulting from health-related emergencies, attendance at professional conferences, and the like, up to a week's duration.

II. Policy Statement

All absences are to be reported to the department chair, who shall coordinate accommodations for coverage of faculty responsibilities by colleagues.

III. Exclusions

None.

IV. Procedures

In instances where the absence exceeds one week, the following procedures for remuneration shall apply.

1. Time responsible for coverage shall be determined and approved by the department chair (e.g., one class meeting for a three-day-a-week course counts as one hour regardless of section size). Laboratories shall typically be calculated at the rate of two laboratory hours equaling one hour. Studio time shall be calculated in accordance with standard practice.
2. Remuneration is determined by prorating the standard overload rate, based on the number of hours taught. A three-credit course shall be assumed to have 45 teaching hours.
3. When the assignment for any individual exceeds one week, remuneration shall be calculated to include the first week's work.
4. In situations where the faculty member assumes responsibility on an intermittent basis totaling more than one week, the department chair shall work with the faculty to determine appropriate remuneration in accordance with procedures in numbers 1-3.