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## Policy on Faculty Absence From Professional Responsibilities

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*Georgia Southern University*

Faculty Welfare Committee

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*Approved by the Senate 3/26/2002*  
*Not Approved by the Senate*  
*Approved by the President 3/29/2002*  
*Not Approved by the President*

# Policy on Faculty Absence From Professional Responsibilities

Submitted by David Dudley

3/5/2002

## **Motion:**

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That the Senate approve the document as policy.

## **Rationale:**

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The Faculty Senate requested that the Faculty Welfare Committee come up with a draft recommendation about Faculty Absence from Professional Responsibilities.

## **Response:**

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Minutes: 3/26/2002: Faculty Welfare Committee, Policy on Faculty Absence from Professional Responsibilities Dr. David Dudley (CLASS) moved the adoption of the policy, Faculty Absence from Professional Responsibilities. Dr. Clara Krug (CLASS) asked for clarification of the third bullet of the policy, regarding remuneration for assignments of more than one week. Dr. Dudley responded that coverage of one week of classes would be done as a professional courtesy, but that if coverage was required for more than one week, the faculty member covering the class would be paid for all the classes covered (including that first week). The motion was seconded and approved

Attachment:

## 217.10 FACULTY ABSENCE FROM PROFESSIONAL RESPONSIBILITIES

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.

Consistent with Georgia Southern policy, all absences are to be reported to the department chair, who shall coordinate accommodations for coverage of faculty responsibilities by colleagues. 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