

1 **DRAFT**

2
3
4 **Faculty Absence from Professional Responsibilities**

5
6 Faculty traditionally extend professional courtesies to their colleagues for absences resulting
7 from health-related emergencies, attendance at professional conferences, and the like, up to a
8 week's duration.

9
10 Consistent with Georgia Southern policy, all absences are to be reported to the department chair
11 who shall coordinate accommodations for coverage of faculty responsibilities by colleagues. In
12 instances where the absence exceeds one week, the following procedures for remuneration shall
13 apply:

- 14
- 15 1 The duration of one's coverage of a colleague's teaching responsibilities shall be
16 determined and approved by the department chair. The chair shall also confer with the
17 faculty member performing the work and shall calculate the hours for which he or she is
18 to be compensated. The following guidelines shall apply: One class meeting for a three-
19 day-a-week course counts as one hour regardless of section size. Laboratories shall
20 typically be calculated at the rate of two laboratory hours equaling one hour. Studio time
21 shall be calculated in accordance with standard practice.
 - 22
 - 23 2 Remuneration is determined by prorating the standard overload rate, based on the number
24 of hours taught. A three-credit course shall be assumed to have 45 teaching hours.
 - 25
 - 26 3 When the assignment for any individual exceeds one week, remuneration shall be
27 calculated to include the first week's work.
 - 28
 - 29 4 In situations where the faculty member assumes responsibility on an intermittent basis
30 totaling more than one week, the department chair shall work with the faculty to
31 determine appropriate remuneration in accordance with procedures in paragraphs 1-3.