



Eastern Kentucky University Policy and Regulation Library

4.7.5

Volume 4, Academic Affairs
Chapter 7, Faculty Rights and Responsibilities
Section 5, Faculty Absences

Approval Authority: President

Responsible Executive: Provost

Responsible Office(s): Provost, Colleges,
Departments

Effective: January 30, 2020

Last Revised: January 30, 2020

Issued: August 3, 1989

Next Review Date: Spring 2025

Faculty Absences

Regulation Statement

Since the bringing together of students and instructors is the primary function of the University, the general policy at Eastern Kentucky University is that all classes meet as scheduled. It is assumed and expected that absences are rare and that faculty members will ensure that students enrolled in their classes will not suffer academically as a result of their absence(s). If necessary, the faculty member's department chair may request further information regarding the absence and material coverage to ensure that the faculty member is complying with this policy. Departments reserve the right to form more stringent absence expectations regarding notification, rationale, and material coverage. An excessive number of absences, as determined by the faculty member's department chair and dean, will constitute grounds for personnel action. This provision excludes absences due to short-term disability, the Family Medical Leave Act, and other leaves of absence approved by the University. Failure to report an absence in a timely manner is in direct violation of this policy and subject to disciplinary action.

Entities Affected

- Colleges
- Departments
- Faculty

Procedures

Faculty members must notify their department chair when they are absent from class.

Planned or Anticipated Absences

In case of an anticipated absence (e.g., professional meetings or planned medical procedures), the instructor must complete the Request to be Absent from the Institution form, which shall

propose a plan for covering classes and/or other responsibilities and shall approved by the department chair at least two days prior to the time the faculty member plans to be absent. Faculty members must notify the students and if possible, these absences should be indicated on the course syllabus. This notification is in addition to filing appropriate leave with payroll.

Unplanned Absences

In the event of an unplanned absence (e.g., illness, emergency, inclement weather), it is the responsibility of the faculty member to notify the department chair. The faculty member should make every effort to notify their students of unexpected absences, and every effort should be made to stipulate when availability (i.e., for course meetings or email correspondence) will resume. If faculty member is unable to contact the students enrolled in their classes, they should notify the department administrative assistant, who will attempt to notify the students enrolled in the classes. This notification is in addition to filing appropriate leave with payroll.

Alternative Course Delivery

Pending approval of the department chair, the use of technology, i.e., Learning Management System, is an acceptable instructional method when there is a need for an absence; however, this regulation does not authorize a faculty member changing the official instructional delivery method after the term has begun.

Absences in Online and Hybrid Classes

While teaching in an online environment is different from the traditional classroom, faculty are still expected to actively participate in the course. Missing a scheduled synchronous session in an online or hybrid course is considered an absence and should be treated in the same way other planned or unplanned absences are treated.

Faculty members who are offline for more than a week must notify the department chair regarding the reason for the absence. Faculty must notify the department chair and students before planned absences and as soon as practical for unplanned absences.

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Regulation Adoption Review and Approval

Revised Regulation

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
January 30, 2020	President	Adopted
December 4, 2019	Provost Council	Approved
October 7, 2019	Faculty Senate	Approved

Regulation Issued

DATE

August 3, 1989

ENTITY

Board of Regents

ACTION

Adopted *