

## SLA POLICY REGARDING FACULTY ABSENCES FROM SCHEDULED CLASSES

As teaching is a major responsibility of all SLA faculty members, they are expected to meet their scheduled classes. This includes the first day of class and throughout the semester.

1. When a faculty member is unexpectedly absent due to illness or personal emergency:

An absent faculty member should call the Chair and the Administrative Assistant of his/her department so that the class can be notified. If at all possible, students in the class should also be notified via email and/or BlackBoard.

2. When a faculty member anticipates being absent from class for an entire week or less than an entire week for a professional reason, he/she must take the following steps *at least two weeks* before the planned absence:
  - a. The faculty member must inform the Chair about such planned absences.
  - b. The faculty member should arrange to provide students with a meaningful educational experience for each class period that he/she is absent. Such experiences would include, but not be limited to: a make-up session, the teaching of the class(es) by colleague(s), an examination, a guest speaker internal or external to the University, a lecture by another faculty member or a graduate student, a relevant film or video, a discussion group led by student(s) in the class, an out-of-class assignment, or an in-class assignment.
3. When a faculty member plans to be absent for more than a week's worth of classes, he/ she must take the following steps *before he/she accepts the professional engagement and no later than a month ahead of the planned absence*:
  - a. The faculty member must obtain written approval from the Department Chair and the Dean for such extended absences. The request should include a clear justification of the time away from the class as well as an itinerary. Neither the Chair nor the Dean is under any obligation to approve this request.
  - b. The faculty member, working directly with the Department Chair and with the approval of the Dean, must secure a substitute or replacement teacher for each course affected. This substitution must follow the guidelines of appropriate teaching and must be approved in writing by both the Chair and Dean.
4. Faculty members who do not follow this procedure or otherwise take unapproved absences from classes may be subject to the loss of a semester credit towards sabbatical. In addition, failure to follow this procedure or otherwise take unapproved absences may be considered when determining whether to renew an academic appointment and/or when setting salary for a subsequent academic year.

The only exception to this would be a leave of absence protected by the Family Medical Leave Act or other state or federal leave law.