Faculty Class Attendance

*Updated September 2012*

- Faculty shall meet or make provision for use of all regularly scheduled course meetings. This should be detailed in the course syllabus.

- Faculty shall make provision for a substitute Instructor or activity if it is known that they cannot be present during a scheduled class meeting. Faculty shall communicate this with students enrolled in the course.

- Faculty shall communicate this with their Director prior to the absence. If appropriate the Faculty shall complete and submit in a timely manner a Faculty/Director Absence from Campus/Class Request Form to inform the Director and College Administration.

- If a faculty has an emergency and cannot make a class meeting, they should communicate this with the Director or College Administration as expediently as possible. Students should be notified, as is possible, if the class does not meet.

- Faculty shall communicate plans for modified scheduled class meeting times with their Director prior to these meetings.

- Faculty or their designee, unless otherwise authorized by the Director, shall be present or accessible on-site during scheduled class meeting times when students are required to be present.

See the OU Faculty Handbook for further references to faculty class attendance.

*Adopted by the CoA Dean September 18, 2012*

*Adopted by the CoA Directors September 18, 2012*