

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