

Policy on Faculty Class Attendance

Introduction

- This policy is intended to provide clear guidelines regarding faculty class attendance to ensure the consistency and quality of instruction as per *OU Faculty Handbook 4.19 Class Attendance*.

Faculty Class Attendance Expectation

- A faculty member's teaching assignment includes the obligation of the instructor to attend all classes for the length of the class time and to teach.
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- Faculty shall meet or make provision for use of all regularly scheduled course meetings. This expectation should be detailed in the course syllabus.
- For legitimate, foreseeable obligations, faculty shall make provision for a substitute instructor or alternative activity if it is known that they are unable to attend a scheduled class meeting. Faculty shall communicate this with students enrolled in the course. Faculty shall communicate this information in writing with their Director prior to the absence.
- For medical and family emergencies and other unforeseeable contingencies, a scheduled class meeting may be canceled. Faculty should communicate this with the Director or College Administration as expediently as possible. Students shall be notified, as is possible, if the class does not meet. Faculty should also arrange an alternative method to deliver the course content missed during that class period.
- If desirable for sound educational reasons to modify scheduled class meeting times, faculty shall communicate plans with their Director prior to implementing these changes.
- 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.