

Category: Academics

Division: Instructional Services

Department: Instruction

Policy Title: Faculty Attendance

Policy Statement: Faculty members are expected to be in class and on campus available to assist students at scheduled times.

Procedures: Faculty members must request approval in advance from their immediate supervisor and the Vice President for Instruction and Student Services for all planned absences. A Leave Request must be submitted by full-time faculty within the online time and attendance system and approved by their immediate supervisor, Dean and Vice President for Instruction & Student Services for all absences. All absences not for approved college business will be evaluated and charged as employee sick leave, personal leave, absence with pay or absence without pay.

Contacts: Vice President for Instructional Services

Approved Date: 7/31/2013

Policy History: 7/31/13, 7/1/16

Keywords: Faculty Attendance, Faculty Absence

Related Form: Leave Request