1. RELATIONSHIP TO MISSED CLASSES FOR TEACHING STAFF POLICY

The procedures in this document supplement the Missed Classes for Teaching Staff Policy and apply to all teaching staff.

2. MISSING A CLASS

It is the responsibility of the teaching staff to meet all scheduled classes, as well as his/her other commitments.

Under exceptional circumstances when alternate arrangements for a missed class cannot be made, it is the unit leader’s responsibility to take action.

All teaching staff have a responsibility to notify their supervisor of any absence. If it is not feasible to find a substitute, the unit must post a note on the door of the classroom, lab, etc., informing students of the class cancellation (see sample on page 3). The unit should also attempt to contact students by email or telephone.

For professional obligations that take teaching staff off-campus and/or out of town, the unit office should maintain contact information for the teaching staff member.

3. PLANNED ABSENCES

When teaching staff know in advance that he/she will be absent, it should be noted in the syllabus.

Some suggestions to cover a planned absence include, but are not limited to:

a. Schedule a test with a proctor
b. Guest lecturer
c. Library presentation
d. Student Life presentation
e. Out-of-classroom work in the library or a computer lab
f. WebCampus presentation

The goal is to ensure the students do not miss any of the instruction they would normally receive.

Instructions should be left in the unit office for how the class will be handled. If a class is cancelled or
students are to report to an alternative site, the unit office must post a notice on the classroom door. Students should be notified in advance of the planned absence and the alternative arrangements. The teaching staff should also post a notice on his/her door. See the sample notice on page three.

4. Types of Leave

Current information on the types of leave for UNLV employees can be obtained on the Human Resources website in the Benefits section under Leave at http://hr.unlv.edu/benefits/leave/index.html. Administrative leave for professional obligations is handled by the teaching staff member’s unit.

5. Contact Information

College, School, or Unit Office
Office of the Executive Vice President and Provost

6. Related Documents

UNLV Human Resources website
Course
MATH 095 – Section 651
Instructor Name
2:30 – 3:45 pm
CBC C216
Is cancelled today,
Wed., 5/9/12.