CLASS CANCELLATION POLICY FOR INSTRUCTORS

RESPONSIBLE ADMINISTRATOR: EXECUTIVE VICE PRESIDENT AND PROVOST
RESPONSIBLE OFFICE(S): OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST
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Christopher L. Heavey, Interim, Executive Vice President & Provost
Date

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STATEMENT OF PURPOSE

The purpose of this policy is to state the university’s position on instructors’ absences from scheduled classes, however delivered. The word “instructor” is defined as faculty and all other teaching staff throughout this document.

ENTITIES AFFECTED BY THIS POLICY

All instructors who teach at UNLV are affected by this policy.

WHO SHOULD READ THIS POLICY

All instructors who teach at UNLV need to read and understand this policy.

POLICY

UNLV’s bylaws state that all instructors who teach are expected to meet classes as scheduled and assigned.¹

There may be occasions when it is necessary for an instructor to miss a class or other obligation due to illness, to attend professional meetings, for the observance of a religious holiday, or in the event of an emergency (a situation that poses an immediate risk to health, life, property, or environment for more than the instructor), etc. An instructor should have prior approval from his or her immediate supervisor before missing/rescheduling classes or missing other scheduled duties, with the exception of emergencies.

¹ UNLV Bylaws, Chapter III, Section 5. The Bylaws can be found on the Faculty Senate website.
When instructors must miss an occasional class, the instructor is expected to reschedule that class meeting, to arrange for a substitute instructor or a replacement meeting, or to provide alternative instruction or assignments.

**RELATED DOCUMENTS**

Class Cancellation for Teaching Staff Procedures  
College/School or unit bylaws  
UNLV's bylaws

**CONTACTS**

Deans' Offices  
Executive Vice President and Provost