Faculty Absences

Regulation Statement

Since the bringing together of students and instructors is the primary function of the University, the general policy at Eastern Kentucky University is that all classes meet as scheduled. It is assumed and expected that absences are rare and that faculty members will ensure that students enrolled in their classes will not suffer academically as a result of their absence(s). If necessary, the faculty member’s department chair may request further information regarding the absence and material coverage to ensure that the faculty member is complying with this policy. Departments reserve the right to form more stringent absence expectations regarding notification, rationale, and material coverage. An excessive number of absences, as determined by the faculty member’s department chair and dean, will constitute grounds for personnel action. This provision excludes absences due to short-term disability, the Family Medical Leave Act, and other leaves of absence approved by the University. Failure to report an absence in a timely manner is in direct violation of this policy and subject to disciplinary action.

Entities Affected by the Regulation

- Colleges
- Departments
- Faculty

Procedures

Faculty members must notify their department chair when they are absent from class.

Planned or Anticipated Absences

In case of an anticipated absence (e.g., professional meetings or planned medical procedures), the instructor must complete the Request to be Absent from the Institution form, which shall propose a plan for covering classes and/or other responsibilities and shall be approved by the department chair at least two days prior to the time the faculty member plans to be absent. Faculty members must notify the students and if possible, these absences should be indicated on the course syllabus.

The proper forms to be submitted in the event of a faculty absence are available in the department offices. In case of an unanticipated absence, the department chair should be notified so that proper arrangements can be made for classes. The sick leave policy appears on the policy webpage.

Unplanned Absences

In the event of an unplanned absence (e.g., illness, emergency, inclement weather), it is the responsibility of the faculty member to notify the department chair. The faculty member should make every effort to notify their students of unexpected absences, and every effort should be made to stipulate when availability (i.e., for course meetings or email correspondence) will resume. If faculty member is unable to contact the students enrolled in their classes, they should notify the department administrative assistant, who will attempt to notify the students enrolled in the classes. This notification is in addition to filing appropriate leave with HR.

Alternative Course Delivery
Pending approval of the department chair, the use of technology, i.e., Learning Management System, is an acceptable instructional method when there is a need for an absence; however, this regulation does not authorize a faculty member changing the official instructional delivery method after the term has begun.

Absences in Online and Hybrid Classes
While teaching in an online environment is different from the traditional classroom, faculty are still expected to actively participate in the course. Missing a scheduled synchronous session in an online or hybrid course is considered an absence and should be treated in the same way other planned or unplanned absences are treated.

Faculty members who are offline for more than a week must notify the department chair regarding the reason for the absence. Faculty must notify the department chair and students before planned absences and as soon as practical for unplanned absences.

In the event of absence because of temporary, short-term health disabilities not covered by accumulated sick leave credit, a faculty member may be granted a temporary leave of absence without pay upon the recommendation of his or her supervisor, Vice President, and the President, and approval by the Board of Regents. Short-term leaves without pay for other purposes may be requested in the same manner.

Any temporary leave of absence shall be for a specific period of time. Any faculty who has an approved temporary leave without pay must arrange with Human Resources continuation of benefits.

Interpreting Authority

Provost and Vice President of Academic Affairs

Regulation Adoption Review and Approval

Regulation Issued

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<tr>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
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<tbody>
<tr>
<td>August 3, 1989</td>
<td>Board of Regents</td>
<td>Adopted*</td>
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*As part of the Faculty/Staff Handbook