

ABSENCE OF FACULTY

Policy:

The President is responsible for ensuring that scheduled classes and activities are conducted to meet federal and state requirements, and accrediting guidelines.

Procedure:

Emergency:

In the event that a faculty member has an emergency and is unable to meet an assigned function of the College, the faculty member should make every attempt to notify the immediate supervisor or the appropriate administrator prior to the scheduled activity.

Planned Absence:

The instructor, with the approval of the department chair, will take steps to ensure that appropriate instruction will be provided.