

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-19 FACULTY ABSENCES

1. General Information.
 - 1.1. Scope: Academic policy regarding faculty absences.
 - 1.2. Authority: W. Va. Code §18B-1-6
 - 1.3. Passage Date: April 25, 2019
 - 1.4. Effective Date: May 28, 2019
 - 1.5. Controlling over: Marshall University
 - 1.6. History: Amended to add clarity and better explain procedures. Previously a long-standing policy of the University approved as BOG policy on 8-Mar-2006.

2. Policy
 - 2.1. Faculty with a 9-month appointment do not accrue sick leave and are responsible for meeting their classes every scheduled session.
 - 2.2. As the need arises, faculty will make suitable arrangements with the department chair to ensure course coverage in the case of an anticipated absence. Such planning should occur well in advance whenever possible. Faculty who anticipate a late arrival to class should notify the chair as well to ensure the students wait for their instructor.
 - 2.3. Where practicable, faculty experiencing an emergency should notify the department chair as soon as possible.
 - 2.4. Departments should ensure the chair of the department has access to the instructor's course records should the instructor not be able to post grades at the end of the semester.