

Graduate Instructors Absences and Cancelling Classes

To date the School has not had a formal absence-from-class policy for graduate teaching assistants and faculty associates. However, due to a number of situations that have arisen, it seems that it would be advisable for us to develop one. To clarify what you should do in the event that an illness or emergency prevents you from teaching your classes, please follow these steps:

1. First, it is imperative that you call the main desk, at 965-5095, as early as possible so that we can put signs on your classroom door if you are **cancelling class**. Please remember that cancelled undergraduate classes cannot be made up outside of the regularly scheduled class time. That is, you cannot require that your students meet in the evening, on a weekend, or on a scheduled holiday to make up the missed class.
2. We prefer that you find another graduate student or faculty associate who will take your class so that it is not cancelled. You and the other instructor need to make arrangements for coverage of your class as well as how you will compensate the guest instructor for his or her time.
3. If you cancel your class and do not make arrangements with another instructor to take your class, we will find someone to take your class for you, but we will need to pay them out of your paycheck.
4. If you have extenuating circumstances that will require your absence from class more than once, please explain the circumstances and how you are handling coverage of your classes to the Director of Undergraduate Studies, Dr. Belle Edson.
5. We recognize that occasionally you may have to miss class in order to attend a conference. If possible, please try to find someone to cover your class. If that is not possible, you should provide an assignment that will substitute for your in-class meeting.