

Faculty members must notify their department chair and dean when they are absent from class. This policy applies to absences that are known ahead of time (e.g., professional meetings or planned medical procedures) and absences that occur unexpectedly (e.g., illness, emergency, inclement weather). If known ahead of time, faculty members should notify the students and if possible, these absences should be indicated on the course syllabus. It is also the faculty member's responsibility to make every effort to notify their students of unexpected absences. If faculty members are unable to contact the students enrolled in their classes, they should notify the department secretary, who will attempt to notify the students enrolled in the classes. Faculty members are still responsible for notifying their department chair and dean of their absence. TpB1of