TO: ETN Assembly of Representatives
FROM: ETN Educational Policy Committee
DATE: 25 November 1986
SUBJECT: Faculty Absence from Class

WHEREAS, Senate Document, S.D. 82-8 (Concerning Faculty Absences) specifies that each School develop and approve a policy concerning excessive faculty absences from classes,

BE IT RESOLVED, That the ETN Assembly of Representatives approve the following statement of such policy:

The School of Engineering, Technology, and Nursing is committed to excellence in education. Providing an educational experience at each scheduled class meeting is a very significant part of that process. The expectation of faculty is that they will meet all assigned classes, recognizing that unforeseen circumstances and professional responsibilities will occasionally make this impossible. A faculty member who fails to meet an assigned class must report the absence to his department Chair in a timely manner, except when the absence has been approved in advance by the department Chair. Each department Chair is to use professional judgement in determining when absence from class by a faculty member in the Chair's department becomes excessive and produces a significant negative effect upon the quality of education. When excessive faculty absence from class does occur, the department Chair shall consult with the faculty member to jointly determine a remedy to the problem created by the absence. Specific remedies include, but are not limited to, coverage of classes by colleagues, use of audiovisuals, use of taped lectures, and administration of tests.
CONCERNING FACULTY ABSENCES

1. Each faculty member with teaching responsibilities should be governed, and each faculty member and student should be protected, by a policy concerning excessive faculty absences from courses.

2. These policies must be developed and approved by the Faculty of each school/division and implemented by the deans/chairs.

3. These policies must
   a. set the criteria to be applied in determining at which point faculty absence from class becomes excessive and produces significant negative effect upon the quality of education;
   b. clearly identify administrators to be notified of excessive faculty absences; and
   c. establish a process to determine a remedy or remedies for problems created by excessive absences. Specific remedies should be developed at the lowest administrative level and approved by administrators at the next highest level.

4. These policies should supplement, but not supersede, current issues of the Indiana University Academic Handbook, the Purdue University Faculty Handbook, and the IPFW Handbook Supplement for Faculty.

5. Copies of these policies must be distributed to all faculty and filed with the Dean of the Faculty.
Arts and Letters

POLICY REGARDING FACULTY ABSENCES FROM CLASSES

I. All Arts and Letters departments must adopt a written policy on faculty absences from classes (A) acknowledging the faculty's responsibility for meeting assigned classes; (B) determining acceptable methods of coverage of classes (e.g., colleagues, audiovisuals, taped lectures, tests, etc.); and (C) providing procedures for relaying information to the chair/coordinate concerning the coverage of classes.

II. Departmental policy on faculty absences from classes must be approved by the resident faculty of the department.

III. The chairperson shall be responsible for the implementation of the departmental policy on faculty absences from classes.

IV. The Dean shall be responsible for the implementation of the Arts and Letters Policy on faculty absences from classes.