**Policy on Faculty Absence from Campus during the Academic Year**

*[Revision Provisionally Approved by DKU Faculty Assembly Executive Committee July 19, 2023]*

Faculty members are responsible for meeting their obligations during instructional, advising and examination periods. The education of students is the first priority of all faculty and regularly scheduled classes should not be cancelled unless absolutely necessary. Faculty who must be absent from campus during scheduled class periods should make all reasonable effort to ensure the education of their students isn’t compromised.

***Absence due to illness or accident***

The faculty member must if able notify the relevant unit head if they cannot be present at a class due to illness, accident, or other circumstance beyond their control. The faculty member must also if able notify the students affected, and in the case of inability to do so, the faculty member must if able notify the relevant unit head so that the students may be notified of relevant changes.

In the case of graduate classes, a make-up class may be arranged at a time that is consensually agreed upon with the students.

In the case of undergraduate in-person classes, the faculty member should make reasonable efforts to arrange an approved, qualified substitute to teach the class (preferably a colleague whom the faculty member knows to be qualified). Alternatively, a faculty member experiencing an accident or illness may elect to deliver an in-person class remotely, provided that at least 50% of the contact hours during which a faculty member is removed from campus are delivered synchronously.

For courses designated for in-person instruction, digital teaching (synchronous or asynchronous) cannot exceed 150 minutes of instruction in any given week or 300 minutes in any course without obtaining special permission from the relevant unit head.

For courses scheduled as remote or hybrid, up to 50% of contact hours affected by accident or illness might be delivered asynchronously, so long as the total affected time does not exceed 300 minutes per course.

In an emergency, if the faculty member is unable to organize an alternative arrangement in time, the relevant unit head should make reasonable efforts to do so on the faculty member’s behalf.

After arranging matters with the relevant unit head, the unit head should notify the Dean of Undergraduate Studies or the Dean of Graduate Studies of the absence or disruption in a timely manner.

***Absence due to travel for academic purposes***

Faculty members should avoid arranging trips that cause them to be absent from regularly scheduled in-person classes. However, DKU allows faculty members to be absent from campus during the scheduled class period to attend conferences, meetings or workshops that significantly enhance their professional development and visibility, provided that,

* They consult with the relevant unit head at the earliest opportunity prior to arranging their travel
* They make reasonable efforts to arrange an approved, qualified substitute as described above. A faculty member attending a conference, meeting, or workshop that occurs off campus may also elect to deliver the missed in-person class remotely, provided that at least 50% of the contact hours during which a faculty member is removed from campus are delivered synchronously.
* For courses designated for in-person instruction, digital teaching (synchronous or asynchronous) as an alternative to a qualified substitute cannot exceed 150 minutes of instruction in any given week or 300 minutes in any course without obtaining special permission from the relevant unit head.
* For courses scheduled as remote or hybrid, up to 50% of contact hours affected by eligible travel can be delivered asynchronously, so long as the total affected time does not exceed 300 minutes per course.
* When arranging alternate teaching modes and times, the faculty member or substitute should notify the students of such arrangements ahead of time and should try to hold the instruction during the original class meeting time. If the class meeting time needs to be rearranged, the temporary meeting time needs to accommodate the schedules of all the students registered for the course. The synchronous element of the course cannot be moved to a time that creates a conflict with any student’s originally scheduled courses.
* In the case of graduate classes, a make-up class may be arranged at a time that is consensually agreed upon with the students.
* After arranging matters with the relevant unit head, the unit head should notify the Dean of Undergraduate Studies or the Dean of Graduate Studies of the absence or disruption in a timely manner.

A planned absence for reasons other than those stated above requires prior approval from the Vice Chancellor of Academic Affairs.