

PURDUE UNIVERSITY FORT WAYNE
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TO: The College of ETCS Assembly of Representatives

FROM: ETCS Educational Policy Committee

DATE: 16 April 2018

SUBJECT: Faculty Absence from Class

WHEREAS, Senate Document, S.D. 89 – 26 (Concerning Faculty Absences) specifies that each College develop and approve a policy concerning excessive faculty absences from classes,

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

The College of Engineering, Technology, and Computer Science (ETCS) 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 or school Director in a timely manner, except when the absence has been approved in advance by the department Chair or school Director. Each department Chair or school Director is to use professional judgement in determining when absence from class by a faculty member in the Chair's department or Director's school becomes excessive and produces a significant negative effect upon the quality of education. When excessive faculty absence from class does occur, the department Chair or school Director 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.