**APPROVAL PAGE FOR PROPOSALS**

**Academic Affairs Council**

**Submission Information**

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| **Cheyney University Policy Number:** | AA 2010-1001 |
| **Policy Type:** | Class Coverage |
| **Approved by:** | Academic Affairs Council |
| **History:** | Revised 9-12-18 |
| **Related Policy(s):** | N/A |
| **Additional References:** | N/A |

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| **A: Purpose** | The purpose of this policy is to provide for covering classes in the absence of the regularly assigned faculty member. |
| **B: Scope** | This policy applies to all courses and all faculty members. |

**Rationale Information**

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| **D. Policy & Procedure(s)**  In the event of a faculty member’s brief absence, coverage is to be arranged by the Department Chairperson, who will assign the best-suited faculty members available. Department Chairpersons may cancel classes only when arrangements for short-term substitutes cannot be adequately made because of insufficient notice or other reasons of impracticality. If alternative coverage cannot be arranged the assigned faculty member may use D2L for instruction to account for necessary contact hours.  The office of the Dean of Faculty shall be informed immediately if a class has been canceled.  Individual faculty members do not have the authority to cancel classes. It is requested that when  the Department Chairperson reports the canceling of a class the faculty member or the Chair also informs the students via email or D2L.  Teaching faculty members who anticipate absence for professional reasons should request permission from the Dean at least two weeks in advance of the anticipated absence. They should notify Department Chairpersons, make provisions for covering their classes, and indicate those arrangements on the application blank.  In the event of an absence in excess of one (1) week the University will follow CBA 17.B.6 in the effort to adequately cover the class or classes. |

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| **Date Received from the AAC:** |  |
| **AAC Approval Date:** | 9/12/18 |
| **Provost Signature:** |  |
| **President Signature:** |  |