



CTC Procedure: Faculty Absence and Class Dismissal

If a faculty member must be absent, it is expected that the instructor inform the supervising dean as far in advance as possible and make arrangements to cover the class. Instructors are responsible for ensuring the integrity of a class including providing the required number of contact hours.

If a class cannot be covered by another faculty member, the instructor must assign relevant work and inform the Dean of the Division for the course. Instructors are required to have emergency lesson plans on file.

Instructors may not dismiss a class or classes prior to the scheduled class ending time without prior approval. The supervising Dean and/or supervising Vice President must approve early dismissal of a class. Decisions affecting the entire student body will be made by the President or her designee. If classes are to be dismissed for any reason, faculty are expected to make every reasonable effort to make up the class time.

Approved: LBoD: 2-14
Responsible: Vice President Academic Affairs
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