

Policy on Meeting Classes

October 23, 1998

Instructors should make every effort to meet classes during all scheduled meeting times during the semester. University policy states that “under no circumstances should faculty members dismiss regularly scheduled class meetings without first informing and explaining their intention to the Chairperson.” Faculty members are expected to contact the chair in advance if the faculty member intends to either cancel a class meeting or provide a substitute instructor for a class meeting in the absence of the regular instructor. Graduate instructors must contact their faculty supervisor in these events. The supervisor must then inform the chair, except in the case when substitute instruction is provided by another instructor of the same course. If a class must be canceled, this should be announced to the students as far in advance as possible.

If an emergency arises and an instructor cannot meet a class, the instructor should inform the chair as soon as possible. In addition, the instructor should attempt to arrange for someone else to teach the class. Graduate instructors should contact their faculty supervisor for assistance in finding a substitute instructor. If no one can be found to meet the class, arrangements should be made to post a note on the classroom door and blackboard announcing that the class is canceled. Instructors may ask department secretaries to post these notices in classrooms in the Life Sciences Building if necessary.