

IBS POLICY ON FACULTY ABSENCES FROM CAMPUS

The Faculty Handbook states that the faculty work year begins one week before the first day of classes and ends commencement day. (III.C.2.b.vi)

Faculty members are expected to be on campus to teach their scheduled classes, except in cases of personal or family crises, family bereavement issues, short term medical issues, and professional meetings or other scholarly obligations the timing of which is outside the faculty member's control.

Personal Medical or Family Emergencies:

Absences of one week or less due to personal medical or family emergencies are handled informally. The faculty member should inform the Associate Dean for Academic Programs, and make appropriate arrangements to cover or reschedule the missed classes. The death of a family or household member is covered by the bereavement policy posted by Human Resources. Absence of more than one week due to personal or family illness normally requires initiation of the Family and Medical Leave (FMLA) process. Procedures for invoking FMLA are available from the HR department or the Deans office.

Planned Absence for Professional Reasons:

Absences related to professional meetings or other scholarly obligations should not be planned for more than a week of classes per course during any given semester. Absences involving a single class session per course may be handled informally, with notice to the Associate Dean for Academic Programs and arrangements made to cover or reschedule the missed classes. If a class session is rescheduled to accommodate a faculty member's absence, it must be rescheduled at a time when all students are able to attend. If a faculty member wishes to be absent from more than one class session per course, prior approval from the Associate Dean for Academic Programs must be secured.

Addendum*

- Faculty members are normally expected to be available for service to the University during the regular work week
- During the academic year, no more than 20% of a faculty member's total professional effort, the equivalent of one working day per week, may be directed to outside work.
- Faculty members must obtain the approval of the Dean prior to undertaking any significant external activity. Significant commitments include all commitments of an ongoing nature as well as any one-time commitment involving an extended absence from the University.
- Faculty members shall not take on teaching or other commitments in another educational institution without specific written permission from the Dean.

**Guidelines promulgated by the Committee on Faculty Responsibilities, April 1993*