

Absence and Coverage Plan Approval Form Completed forms should be kept on file in the department office

I request a	approval to be	absent from teac	hing or other assigned responsibilities:
Name			Date(s) of Absence
. Reason fo	r absence		
		n my not meeting other assigned re	the following regularly scheduled classes (includes
dat	е	time	course/responsibility
The follow	ing arrangeme	ents are planned f	for covering my classes and other duties:
Faculty or Staff Member			Date
oproved:			
 Departm	ent Head/Direc	ctor/Supervisor	

Pertinent passages from the *Geneseo Policies and Procedures Manual* follow:

IV. Attendance in Classes: Instructional Faculty

Each instructor has the responsibility for meeting all his/her classes at regularly scheduled times and locations. Permission to hold a regular scheduled class off-campus must be obtained from the Provost. In cases when a faculty member will be absent from a regularly scheduled class, film showing or videotape playbacks may not be substituted unless another faculty member or graduate assistant has been designated to assume responsibility for that class.

XVII. Absences of Faculty and Staff

State regulations require that the daily attendance record of all faculty, professionals and classified personnel must be filed in the Personnel Office by the appropriate Dean, Department Chair, Professional Supervisor or Classified Supervisor as a prerequisite to payroll submissions.

A. Teaching Faculty Attendance

Chairs of academic departments and divisions are responsible for filing monthly faculty attendance reports, signed by the faculty member and the chair, with the Personnel Office in the Erwin Building (see section XIX).

Members of the teaching faculty are to be present during the instructional week to:

- 1. meet assigned teaching responsibilities;
- 2. attend departmental and other assigned College committee meetings, and;
- 3. maintain a balanced weekly schedule of office hours for student conferences.

B. Requests for Absence

Requests from faculty to be absent from campus for professional reasons must be submitted to the department or chairs <u>at least three (3) days prior</u> to such absence. Requests for such faculty absences shall be approved only for the following reasons:

- 1. where a faculty member is giving a paper or chairing a section of the annual meeting of his/her discipline;
- 2. where the faculty member is engaged off-campus on official business of SUNY;
- 3. where a department or division chair must represent his/her department or division, and
- 4. where a faculty member is engaged in consultation of a nature beneficial to his/her continued growth in his/her discipline, with the permission of his/her department or division chair and the Provost.

All such absences require prior approval of a department Chair or Dean Absences due to illness of faculty members are to be reported directly to the department chair as soon as possible.

C. Responsibilities

The department or chair has the responsibility of maintaining the quality and continuity of instruction in all cases of faculty absence and shall be responsible for approving in writing appropriate alternative instructional arrangements required during the period of faculty absence. Department or chairs shall report in writing such instructional arrangements to the Provost.

Each faculty member has the responsibility for meeting all his/her classes at regularly scheduled times.