

# Faculty Absence District Standard Operating Procedure

## FINAL 20240404

Student success depends on frequent and consistent faculty engagement. Because of the key role faculty members play in student learning and retention, it is of utmost importance that Collin College faculty be present for class.

Students have the right to expect a consistent level of instruction, regardless of a particular faculty member's ability to attend any given class. Therefore, faculty members will arrange for this consistency in the event of an absence. This arrangement may come in several forms including but not limited to finding a substitute professor to deliver content, moving content online, or providing alternative asynchronous assignments.

Absences that involve non-proctoring instructional activity will be covered by faculty members credentialed for the course. Absences that involve proctored activity only may have more flexibility with the choice of substitute.

To support quality teaching and learning, Collin College has implemented the following procedures for full-time and adjunct faculty.

### Planned Faculty Absence

Faculty members are expected to attend all assigned onsite class sessions and/or participate regularly in online classes. That being said, planned faculty absences may occur for various reasons.

Faculty planning an absence from class are expected to do the following.

- Full-time faculty requests time off in Workday as soon as they are aware of the scheduling conflict.
- Both full-time and adjunct faculty notify the campus instruction office email of the planned absence.
- Both full-time and adjunct faculty work with the associate dean/director to identify and assign a substitute **OR** determine if the content can be moved online **OR** made available through alternative assignments.
  - Provide the substitute faculty member with lesson plans or instructions for the missed classes (if applicable).
    - For dual credit classes held on high school campuses, the substitute must have completed ISD onboarding for the year and the ISD site should be notified.
- The following procedure should be followed if the class is cancelled:
  - Report the canceled class(es) to the campus instruction office email and, if applicable, the appropriate dual credit contact at the site (if you do not know who this is, contact your associate dean/director). Provide the course number, title, and room number so a notice can be posted on the classroom door.
  - Notify the class of the absence, providing students with an explanation of how the missed classwork will be made available (online or homework assignments, additional class sessions, additional laboratory/clinical sessions, library work,

etc.). If missing the first session of a course, please be sure to direct students to the Concourse syllabus available in Canvas. Notify the class using BOTH of the following methods:

- Post an announcement in Canvas referencing the class cancellation in the subject line.
- Email the class(es) via the Collin College email system.
- If needed, discuss contact hour requirements with the responsible associate dean/director to ensure Texas Higher Education Coordinating Board compliance.

### **Unforeseen/Emergency Absence**

In the case of a last-minute absence and/or unforeseen emergency, faculty members should do the following (as soon as possible).

- Notify the campus instruction office email.
  - Provide the course number, course title, and room number so a notice can be posted at the classroom.
  - Associate deans/directors will work to schedule a substitute, if feasible.
  - The faculty member should provide as much of the following information as is feasible: an explanation of how the missed classwork will be made available (substitute, online or homework assignments, additional class sessions, additional laboratory/clinical sessions, library work, etc.).
  - If class is cancelled, the students should be notified via the Collin College email system by the Instruction Office or faculty member, if they are able.
- If needed, discuss contact hour requirements with the responsible associate dean/director to ensure Texas Higher Education Coordinating Board compliance.
- Documentation of unforeseen/emergency absences should be made as soon as reasonable in the following manner:
  - Full-time faculty record your absence in Workday as personal or sick leave.
  - Adjunct faculty work with your associate dean/director to complete the Application for Leave form (instructions are found in the Faculty Compensation Guidelines posted on the HR Compensation website.)

### **Substitute Pay Procedures**

If another faculty member has agreed to provide coverage, they will be offered substitute pay. They may choose to do so as a professional courtesy in lieu of payment.

### **Campus Instruction Office Distribution List Email Addresses:**

<a href="mailto:CelinaCampusInstructionOffice@collin.edu">CelinaCampusInstructionOffice@collin.edu</a>	<a href="mailto:PlanoCampusInstructionOffice@collin.edu">PlanoCampusInstructionOffice@collin.edu</a>
<a href="mailto:FarmersvilleCampusInstructionOffice@collin.edu">FarmersvilleCampusInstructionOffice@collin.edu</a>	<a href="mailto:TechCampusInstructionOffice@collin.edu">TechCampusInstructionOffice@collin.edu</a>
<a href="mailto:FriscoCampusInstructionOffice@collin.edu">FriscoCampusInstructionOffice@collin.edu</a>	<a href="mailto:WeekendCollegeInstructionOffice@collin.edu">WeekendCollegeInstructionOffice@collin.edu</a>
<a href="mailto:ICollinVirtualCampusInstructionOffice@collin.edu">ICollinVirtualCampusInstructionOffice@collin.edu</a>	<a href="mailto:WylieCampusInstructionOffice@collin.edu">WylieCampusInstructionOffice@collin.edu</a>
<a href="mailto:McKinneyCampusInstructionOffice@collin.edu">McKinneyCampusInstructionOffice@collin.edu</a>	

If the instructional office is **not** the supervising division office of the faculty member, the instructional office will forward the information to the supervising division office.