Faculty Absence and Substitute Policy, 2018-19
CSULB Department of Dance
(updated 8.22.18)

Serving our students and our responsibilities as professors is foremost in the development of this policy. The following applies solely to the Department of Dance.

1. Faculty may not cancel class for any reason other than illness or emergency unless preapproved by the Department Chair. If you are absent for reasons other than illness or emergency, every effort must be made on your part to find a substitute to teach your class for you or to arrange an approved alternative activity or assignment.

2. In the case of illness/emergency, contact Jen (562.985.7071) or Sylvia (562.985.4747) and the Chair (562.985.1116 or Elizabeth.Cooper@csulb.edu) as soon as possible. If a qualified and approved substitute is not available, please contact your students via Beachboard to notify them of the absence. The office will post a class cancelled sign.

3. When a Department hires high profile professional faculty, there will be instances where absences occur, in addition to the unanticipated issues of illness. For all professional Research/Scholarly and Creative Activities (RSCA), approval must be received from the Department Chair, at least two weeks in advance. **For all RSCA activities, a maximum of two (2) weeks absence per semester is permitted. Lecturers should plan on a maximum of one week absence per semester for RSCA activities as these are not required for lecturer appointments.**

4. Instructors should plan to be present the week before the semester starts (required meetings for all, all week for full-time and tenure-track faculty), the first week of classes, and Finals Week*. Approval from the Department Chair is necessary for absences in those weeks, and should be obtained at least three weeks prior. Absence during Finals Week requires the approval of the Dean.

* You are required to be on campus during the time your final exam is scheduled whether you are giving a formal exam or not. The campus-wide Final Schedule is created by the University and is different than the class schedule that takes place all semester. It is the instructor's responsibility to know his/her final exam time, and this should be included in the syllabus and/or course calendar.

5. Beyond RSCA opportunities and illness, CSULB acknowledges other times when absences will be approved, such as:

- University Business (representing CSULB officially)
  For example:
    - American College Dance Association conference
    - Attendance at NASD
    - Other Department or University activity where faculty has been directed or required to attend.
- Jury Duty
- Personal Holiday (each faculty member earns one of these a calendar year)

During the semester, vacation is not an option for faculty.

Procedure

For all absences, whether planned or due to illness or last-minute emergencies, the faculty member must submit the *Notice of Absence from Class/Class Cancellation* form, available at http://www.csulb.edu/dance/resources/faculty-resources under Faculty Absences and Substitutes. This form must be submitted prior to planned absences and as soon as possible following illness/emergencies.

Finding Approved Substitutes

For most absences, the following solutions are preferred:

- *Arrange to have a CSULB faculty member cover the class*. If possible, arrange a "trade" with another faculty member. Be prepared to compensate your substitute, especially if you are performing RSCA where you are receiving compensation. Graduate TAs may NOT serve as substitutes or proctors.

- *Arrange to have a qualified outside professional to cover your class as an official University Volunteer.* Much has recently changed concerning Volunteers on the CSULB campus. As of Fall 2018, all Volunteers must:

  - File a *Limited Reporter for the report of abuse/neglect of minors* form with the University (one time)
  - File a *Campus Volunteer Form* with the University
  - Be on the Department's approved Substitute List (approved by Vaca in the past or Cooper if new from Fall 2018 forward)

  Please consult the *2018-19 Volunteer Procedures* document if planning to clear a Volunteer to substitute classes. As these procedures take up to two weeks for approval, there will be no last-minute Volunteers allowed for any reason unless all three of these criteria are met. As such, all faculty are encouraged to seek approval for Volunteers at the start of a semester, especially if faculty members have approved absences for RSCA reasons already approved. For new Volunteer Substitutes, this includes providing the Chair with the resume or CV of the Volunteer and/or a list of references. All classroom Volunteers must be at least at the instructor's level of expertise and/or experience, and in all cases must be approved by the Chair at least two weeks prior to the absence.

  If the Department is paying for a Substitute, they are not a Volunteer, and the instructor must utilize the Master Class/Lecture Request Form.

- For a one-day absence when a substitute is not available, a class may be given a meaningful assignment to complete and turn in when the class is cancelled. This method should not be used for more than one class period per semester, and must be approved by the Chair. In cases of illness, a class may be cancelled once before other arrangements are made.

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- For absences directly related to University Business such as an ACDA conference, something mandated by the University, or Jury Duty, any of the above options (meaningful assignment, trade with other faculty, etc.) are acceptable. The Department will only pay for a substitute providing that University business is creating the absence and there has been arrangement and pre-approval from the Chair. It is your responsibility to secure a substitute and make all arrangements in advance.

Jen will place all planned absences on the large calendar in the Department office. **Feel free to contact the Dept. Chair for early approval for any planned absences or to pre-approve Volunteers in case of illness.**