

# FACULTY ABSENCE POLICY

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.

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. Alternative assignments should be appropriate to the pedagogical nature and content of the course. Please see guidelines below for **Requesting Time Off** and **Covering Your Classes**.

There may be times when it is necessary during the academic year for faculty to request paid time off for the reasons listed below. These forms of time off require that faculty complete an ***Absence and Additional Time Worked*** (timesheet) form, which the Department Administrative Professional (Sylvia) will send to the faculty member with instructions on how to complete it:

- Illness (cover by sick leave if accrued hours are available)
- Bereavement Leave (faculty contract allows for up to 5 paid days)
- Jury Duty (Must provide certificate of completion upon return)
- Military Leave
- Absence as a witness
- Other leave as defined in Article 22 of the CFA Collective Bargaining agreement
- *Please note, faculty **do not** accrue vacation days. Faculty may take one personal day per calendar year.*

In addition, faculty may need to be absent due to research, scholarly, and creative activities (RSCA). To ensure that absences due to RSCA are considered paid time off, faculty should follow these guidelines.

- Absences due to RSCA must be preapproved by the Chair.
- Faculty absences due to RSCA should not exceed two weeks in any given semester. If RSCA activities require faculty to be absent for longer durations, they should consult the Chair before committing to the activity.
- Every attempt should be made to avoid taking time for RSCA during the first and last weeks of the semester.

## REQUESTING TIME OFF

1. Email the ***Notice of Absence from Class/Class Cancellation form*** to the Chair **and** Administrative Support Coordinator as soon as possible: Chair Colleen Dunagan – 562.985.1116 [colleen.dunagan@csulb.edu](mailto:colleen.dunagan@csulb.edu) and ASC Sylvia Rodriguez-Scholz – 562.985.2024 [sylvia.rodriguez@csulb.edu](mailto:sylvia.rodriguez@csulb.edu)
  - a. If your class is before 9am, please text Sylvia as well, 562.243.7602
  - b. As soon as possible for illness or emergencies.
  - c. 30-45 days in advance when absent due to RSCA activities.
  - d. A minimum of one week in advance for ALL other absences.
2. **When completing the *Notice of Absence from Class/Class Cancellation form*** be as specific as possible—the details matter:
  - a. The Notice of Absence form can be found on the Dance website under **Faculty Resources > Faculty Absences, Guest Artists, Travel:** <https://www.csulb.edu/dance/resources-for-faculty>
  - b. On the Notice let us know the following:
    - i. Which class(es) and the date(s) you will be missing,

- ii. If you have a confirmed substitute (see **Covering Your Classes** below for guidelines regarding substitutes), and
  - iii. If you do not have a sub, please let us know if you will be giving your class an alternative assignment or will be cancelling class.
3. **Notify your class via Canvas**
    - a. If class is in the Dance Center, the office staff will post a class cancelled sign.
  4. **Please complete an *Absence and Additional Time Worked*** (timesheet). The Department timekeeper will send you this form and provide instructions on how to complete it.

### **COVERING YOUR CLASSES – SUBSTITUTES, GUESTS, and ALTERNATIVE ASSIGNMENTS**

In this section we refer to guest artists/lecturers and substitutes of all kinds as “guest artists.” Faculty may cover their classes in one of the following ways:

1. Assign an alternative (asynchronous) assignment when appropriate to the course pedagogy and content.
2. Request a temporary modality change to online synchronous.
  - a. On the Notice of Absence form indicate the request to change modality and complete a Substitute request form (must be a CSULB faculty member).
  - b. These requests are approved for no more than two consecutive class periods.
3. Submit a Guest Artist Request Form: see <https://www.csulb.edu/dance/resources-for-faculty>
  - a. Request to have another faculty member cover your class.
    - i. It is your responsibility to make arrangements with a colleague to cover the class and have confirmation that they are willing to do so when you submit the request.
    - ii. Staff, Undergraduates, and Graduate TAs **cannot** serve as substitutes or proctors.
  - b. Request Chair approval to have a qualified outside professional serve as a Guest Artist **with oversight by a current faculty member**.
    - i. See the **Guest Artist Policy** document for additional guidelines.
      - **When budget allows**, the Department will pay for guest artists/lecturers if University business is creating the absence, arrangements are made 3 weeks in advance, and the Chair has approved the arrangements.
      - Guests may also volunteer their time.
    - ii. When faculty are not absent but wish to bring guests in as part of the regular course content, Guest Artists may be requested using this guest request form.

It’s imperative that you give the department as much advanced notice as possible so to allow sufficient time for staff to process paperwork. Please understand that University policies, procedures, and staff sometimes change; said changes will often impact timelines and decisions.