

ABSENCES – FACULTY ABSENCES IN FACE TO FACE, VIRTUAL, BLENDFLEX AND WEB-BLENDED CLASSES AND MEETINGS

In case of illness or emergency preventing an on-campus or off-campus adjunct instructor from meeting his/her class, the following procedures should be followed to alter students:

1. Notify the Program Coordinator and then her/his Division Assistant. (Before or after hours, 8 a.m.- 4:30 p.m., contact Campus Safety (618) 468-2300 to post a notice.)
2. The Division Assistant posts the class cancellation on the classroom door on campus.
3. The off-campus instructor notifies the appropriate Community Education Center Coordinator or Assistant.
4. The Coordinator or Assistant notifies the appropriate Site Coordinator, who posts the class cancellation on the classroom door off-campus.
5. The instructor is responsible for notifying his/her students, but in special situations when the instructor is unable to call, email, or post the notice in Blackboard for the students, the Division Office or Community Education Center will assist by calling or emailing students, assuming that time permits.
6. If an instructor's class can be taught by a substitute, subject to the approval of the appropriate academic administrator, a pay memo will be submitted to the Human Resources Office. Pay will be processed for the substitute instructor and a salary adjustment will be made on the adjunct faculty member's pay.

ABSENCES – FACULTY ABSENCES IN ONLINE CLASSES

In case of emergency or illness that interrupts an online instructor from logging in five out of seven days/week, or from responding to students within 48 hours, the following procedures should be followed:

1. The instructor notifies his/her Program Coordinator to discuss the specific circumstances. The Program Coordinator and faculty member will discuss options.
2. The Program Coordinator will contact the specific Dean and the Vice President of Academic Affairs and, if the absences involve leave benefits, Human Resources, to consult and to develop an option for the faculty member.
3. Options may include communicating with students followed by a resumption of instruction after a brief break, or reassigning the online course to another qualified faculty member, or other such customized solutions.
4. The Program Coordinator will contact the affected faculty member and finalize a plan and the students will be notified.