

Absences During Term

POLICY:

RFA Collective Agreement references:

Article 7.3 OBLIGATIONS OF FACULTY MEMBERS

The following provisions apply to all faculty members:

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- E. Faculty members agree to display a sense of responsibility for the facilities of the University; to maintain punctually their teaching schedules; to obtain advance approval, except in cases of unforeseen emergencies, for any deviation from their teaching schedules or course of studies; to have each session adequately planned; and to inform the Chair when, during the academic year, they are undertaking any employment outside the University or are engaging in a major course of study.

Article 10.12 TEACHING DUTIES

A. Teaching Responsibilities

Faculty members are obligated to develop and maintain their scholarly competence and effectiveness as teachers, and perform the teaching duties assigned to them. Faculty members' teaching responsibilities include, but need not be limited to, the following:

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- 4. to meet at scheduled times with lecture, tutorial, seminar, studio and laboratory groups; and to obtain advance approval from the Chair/Director for any deviation from their teaching schedules or courses of studies;

PROCEDURES:

- 1) "advance approval" shall be sought, in writing, at the earliest possible opportunity for any deviation from the assigned teaching schedule. Without restricting the generality of the foregoing, approval should be sought at least fourteen (14) days prior to the commencement of any planned absence.
- 2) in the event of absence, requests for approval shall include:
 - a) a complete explanation of the nature of the absence and its justification;
 - b) the dates of the planned absence;
 - c) an explanation of how scheduled classes would be covered without contravening the provisions of the CUPE3904 (Unit 3) collective agreement; and
 - d) an indication of the expected activities of TAs/GAs, if any are assigned, during the absence of their supervising faculty member.
- 3) the request for advance approval and the response thereto shall be placed in the faculty member's Performance and Conduct File.