Administrative Protocol: Lecturers Missing Class

Rationale: Saint Mary’s College recognizes the valuable and substantial role of lecturers in contributing to academic excellence and student success. The proposed policy regarding the management of courses in the event that a lecturer misses a class or series of classes is designed to provide clarity and consistency to the delivery of courses across programs.

Lecturers on Leave: Draft Policy:
In the event of absence from a course by a lecturer, department chairs may make substitutions for lecturers. When the period of absence is anticipated to be one calendar week or less, regardless of whether the instruction is in-person, hybrid or on-line, the department chair has the discretion to find a suitable short term substitute for the affected course(s). Where the absence is anticipated to be longer than one calendar week, the Department chair may take appropriate steps to secure a substitute instructor for the balance of the course.

A lecturer must notify the department chair or program director of an absence as soon as practical. The department chair/program director should seek substitution from ranked faculty in the department or program and notify her or his dean. In the event that a qualified, ranked faculty member is unavailable to perform this substitution service, or where a substitute is needed for the balance of the course, the department chair/program director must obtain approval from the dean for compensated class substitution.

The lecturer who has missed instructional time or anticipates missing instructional time must also notify Human Resources of the absence, for recordkeeping purposes and to determine possible eligibility for short term disability insurance (SDI). If the lecturer is eligible for SDI, the eligible date of return must be confirmed through Human Resources, but in no event will such return date be beyond the expiration of the lecturer’s contract. For absences that continue beyond one week, the terms of the lecturer contract and applicable College policy shall be invoked.

Discussed in Dean’s Council July and August, 2014. Draft reviewed August 13, 2014. Posted in Documents Under Review on September 16, 2014. To be presented to Academic Senate in Fall 2014 for possible inclusion in Faculty Handbook, section 3.1.4