Recently there have been a number of discussions regarding lecturers’ absences from their classrooms. Administrative Procedure A9.560 states the following:

Lecturers who are appointed after the start of classes and who do not teach the full courses(s) shall receive a pro-rata share of the lecturer stipend. The formula to be used is the instructional class hours completed over the instructional class hours required for the course times the total amount payable for the entire course.

Absences from the classroom may come in the form of an unplanned absence, e.g., an unexpected illness or emergency, or a planned absence, e.g., a medical appointment that could not be scheduled at another time. To ensure college-wide equality, we are requesting that department chairs follow the policy consistently:

In the case of an unplanned absence due to illness or emergency, lecturers, like full-time faculty, are to follow the instructions outlined in the faculty handbook:

1. Call the department secretary and inform her.
2. If no one answers, call the vice chancellor of academic affairs’ secretary (984- ).
3. If no one answers, call the department chair.
4. Call should be made until the teacher reaches someone. A voice mail message should not be considered sufficient notice.

The department secretary posts a notice on the classroom door and, if names and numbers are available, calls or emails students.

NOTE: Please be sure that your lecturers understand that their pay may be reduced by the number of hours they are absent from the classroom as a result of unplanned absences. As stated in AP A9.560, this reduction is a percentage of the total hours the lecturer is scheduled to teach.

In the case of a planned absence, the lecturer should get permission from his or her department chair and let students know well ahead of the date, arranging an alternative educational experience that is consistent with the student learning outcomes for the class.