

College of Business Coverage of Faculty Teaching Responsibilities Policy

PRINCIPLE

Faculty are responsible for the provision of academic classes in the College of Business. While professional development activities will occasionally conflict with teaching responsibilities, it is the faculty members' obligation to ensure that such conflicts do not compromise the students learning experience. The conduct of examinations is part of faculty's responsibilities.

PROCEDURES

A. Absence from class for professional development activities:

- 1) Along with the *Faculty Travel Authorization Form* faculty are required to complete the *College of Business Addendum to Faculty Travel Authorization Form*.
- 2) On this form faculty indicate if their request for travel involves being absent during a scheduled class time, including scheduled final exam period.
- 3) In the case of the absence overlapping with teaching responsibilities, faculty are required to indicate how they will cover that absence.
- 4) The following factors need to be considered when determining how classes will be covered.
 - i) Students need to be advised of the changes as soon as possible,
 - ii) Administrative staff and students can not oversee any classes,
 - iii) Whenever possible, another faculty member should cover the class, on a *quid pro quo* basis,
 - iv) If possible, such absences should be built into the class schedule prior to the beginning of the Quarter,
 - v) In the instance in which a class will be cancelled, students should be given an appropriate instructional activity, such as working on team projects.
- 5) The *College of Business Addendum to Faculty Travel Authorization Form* needs to be signed by the Department Chair.

B. Students taking 'makeup' or additional examinations or quizzes

- 1) It is the responsibility of faculty to monitor examinations and quizzes.
- 2) Except in extraordinary cases, administrative staff should not be involved in monitoring examinations. Faculty member must consult with Department Chair.
- 3) Undergraduate students shall never be involved in monitoring examinations.
- 4) If a faculty member routinely allows students to take extra examinations, make-up examinations or similar, it is the responsibility of the faculty member to monitor such exams.
- 5) In exceptional circumstances, and subject to work demands, administrative staff may be able to place students in a secure location to administer an examination missed as a result of illness. However the faculty member has principal responsibility for the conduct of such examinations. First, use Office Hour, or other arranged times.