

MEMORANDUM

TO: The Senate  
FROM: Educational Policy Committee  
DATE: February 4, 1983  
SUBJ: Faculty Absences

DISPOSITION: Upon approval, to the Vice Chancellor and Dean of Faculty  
for implementation.

RESOLVED, That the policy concerning faculty absences be adopted.

Approving

Disapproving

Absent

L. Beineke  
W. Davies  
M. Downs  
J. Haw, Chair  
E. Nicholson  
R. Svoboda

None

S. Hollander

### CONCERNING FACULTY ABSENCES

1. Each faculty member with teaching responsibilities should be governed, and each faculty member and student should be protected, by a policy concerning excessive faculty absences from courses.
2. These policies must be developed and approved by the Faculty of each school/division and implemented by the deans/chairs.
3. These policies must
  - a. set the criteria to be applied in determining at which point faculty absence from class becomes excessive and produces significant negative effect upon the quality of education;
  - b. clearly identify administrators to be notified of excessive faculty absences; and
  - c. establish a process to determine a remedy or remedies for problems created by excessive absences. Specific remedies should be developed at the lowest administrative level and approved by administrators at the next highest level.
4. These policies should supplement, but not supersede, current issues of the Indiana University Academic Handbook, the Purdue University Faculty Handbook, and the IPFW Handbook Supplement for Faculty.
5. Copies of these policies must be distributed to all faculty and filed with the Dean of the Faculty.

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DIVISION OF EDUCATION  
POLICY ON FACULTY ABSENCES

1. Faculty members of the Division of Education acknowledge their contractual and professional responsibilities in discharging their duties in meeting assigned classes.
2. When a faculty member is unable to meet his/her classes because of a serious illness, accident, death in family, or other circumstance beyond his/her control, he/she will make every reasonable effort to notify the Director of the Division of Education or the Director's secretary.
3. Meeting the instructional needs of the students enrolled in the faculty member's classes should be the primary goal in arranging for coverage of classes by another faculty member. It is the faculty member's responsibility to make such arrangements. If a faculty member is unable to make such arrangements due to circumstances beyond his/her control, it is the responsibility of the Director of the Division to see that such coverage is provided.
4. This policy is adopted in compliance with IPFW Senate Document SD 82-8 approved by the Senate on March 21, 1983. It is meant to supplement, but not supersede, any policy in the Indiana University Academic Handbook or the IPFW Handbook Supplement for Faculty.

As proposed by the Faculty Affairs Committee.

INDIANA UNIVERSITY-PURDUE UNIVERSITY  
AT FORT WAYNE  
2101 COLISEUM BOULEVARD EAST  
FORT WAYNE, INDIANA 46805

OFFICE OF THE DEAN  
SCHOOL OF SCIENCE AND HUMANITIES

(219)481-6159

To: Barbara Blauvelt  
Secretary of the Faculty

*K.L. Stevenson*  
From: K.L. Stevenson  
Acting Dean

Date: 12-10-86

Subject: Response to your request for our school's compliance with SD 82-8  
Concerning Faculty Absences

When you requested from me our school's response to this, I could not find anyone who knew whether we had adopted such a policy. I therefore set in motion the process to develop one. I have just been advised by Lowell Beineke, who has either a very good memory or a complete set of school meeting minutes (I have neither), that we did indeed address this issue in 1983. I have attached the policy as adopted by the school on 9-1-83. Apparently, you were not sent a copy of this at the time.

Copy: E.A.Nicholson

TO: Faculty of the School of Science and Humanities

FROM: Faculty Affairs Committee

DATE: April 28, 1983

DISPOSITION: Upon Approval of the School Faculty, to the Dean for Implementation

Faculty Absences from Assigned Classes

The School of Science and Humanities affirms Purdue Executive Memoranda B-19 and B-22 which pertain to absences from university duties. In addition, the School acknowledges each faculty member's responsibility for meeting assigned classes.