Serving our students and our responsibilities as professors is foremost in the development of this policy. The following applies to the Department of Dance.

1. Faculty may not cancel class for any reason other than illness unless preapproved by the Department Chair. If you are absent for reasons other than illness, every effort must be made on your part to find a substitute to teach your class for you.

2. In the case of illness or an unplanned absence, be sure to contact Jen or Sylvia (562.985.4747 main office line) and the Chair (562.985.1097 or Andrew.vaca@csulb.edu) as soon as possible. If a substitute is not available, please contact your students via Beachboard to notify them of the absence. The office will post a class cancelled sign.

3. When a Department hires high profile professional faculty, there will be instances where absences occur, in addition to the unanticipated issues of illness. For all professional Research/Scholarly and Creative Activities (RSCA), approval must be received from the Department Chair, in advance. **For all RSCA activities, a maximum of two (2) weeks absence per semester is permitted.**

4. Generally, professors should not plan to be absent from school during the week before the semester starts, the first week of classes, or finals week*. Approval from the Department Chair is necessary for absences in those weeks.

* You are required to be on campus during the time your final exam is scheduled whether you are giving a formal exam or not. The campus-wide Final Schedule is created by the University and is different than the class schedule that takes place all semester. It is the instructor’s responsibility to know his/her final exam time, and this should be included in the syllabus and/or course calendar.

5. Beyond RSCA opportunities and illness, CSULB acknowledges other times when absences will be approved, such as:

- **University Business** (representing CSULB officially)
  
  For example:
  - American College Dance Association conference
  - Attendance at NASD
  - Other Department or University activity where faculty has been directed or required to attend.

- **Jury Duty**
- **Personal Holiday** (each faculty earn one of these a calendar year, and it is still the instructor’s responsibility to try to find a substitute when using)

*During the semester, vacation is not an option.*
Faculty Absence and Substitute Policy, 2015-16
CSULB Department of Dance
(updated 7.12.15)

Finding Approved Substitutes

For most absences, the following solutions are preferred:

• Arrange to have a CSULB faculty member cover the class. If you can, arrange a “trade” with the faculty member. Be prepared to pay your substitute, especially if you are performing RSCA where you are receiving compensation.

• Arrange to have a qualified outside professional to cover your class. This person must be at least at your level of expertise and experience, and in all cases must be approved by the Chair at least one week prior to the absence. This may include providing the Chair with the resume or CV of the substitute and/or a list of references. **In all cases of outside professionals teaching a class, the Chair or one of the office staff will take roll at the beginning and end of your class.** Any outside person who is not a CSULB faculty member, whether being paid by you or not, must complete a Volunteer Form and submit it to Jeniffer Mishica prior to the absence (available at Faculty Resources). **If the Department is paying for a sub, contact the Chair 3 weeks prior to properly arrange.**

• For a one-day absence when a substitute is not available, a class may be given a meaningful assignment to complete and turn in when the class is cancelled. This method should not be used for more than one class period per semester, and must be approved by the Chair. In cases of illness, a class may be cancelled once before other arrangements are made.

• For absences directly related to University Business such as an ACDA conference, something mandated by the University, or Jury Duty, any of the above options (meaningful assignment, trade with other faculty, etc.) are acceptable. (The Department will only pay for a substitute providing there has been arrangement and pre-approval from the Chair, and that it is University business that is creating the absence.) It is your responsibility to secure a substitute and make all arrangements in advance.

For a planned absence, please make sure you fill out the following paperwork no later than a week before your planned absence:

• CSULB Volunteer Identification Form OR Guest Artist Request Form (if the Department is paying the individual)
• Notice of Absence from Class/Class Cancellation
• Absence and Additional Time Worked Report (consult with Jen in the office)

Place all planned absences on the large calendar in the Department office. The calendar is located to the right of the copier.

**Feel free to contact the Chair for early approval for any planned absences or to approve Volunteers in case of illness.**