CSBS CLASS SCHEDULING COMPENSATION GUIDELINES FOR FACULTY ABSENCES

Faculty members, in consultation with their Department Head, are responsible for ensuring that classes are covered during periods of absence. Faculty should communicate absences to their Head as early as possible to allow for alternative coverage of classes. For periods of extended faculty absence due to life events covered by FMLA (see link below) the CSBS Dean’s Office may supplement departmental efforts to ensure support when it is deemed appropriate. These guidelines are subject to the university’s special compensation policy and the availability of discretionary funds in the Dean’s Office.

For absences of 1-2 weeks: Faculty and Heads should develop a plan for coverage that could include additional extracurricular assignments, eLearning delivery of content and/or assignments, guest lecturers, films, etc. The Dean’s Office does not typically provide financial support, but will review the circumstances of each case as it occurs.

For absences extending into 3 weeks and over: The Dean’s Office will provide funds to cover these absences when possible. Compensation will be prorated at the adjunct rate for the specific time period that the substitute instructor covers an absent faculty member’s class. In general, the guidelines of the University’s special compensation policy will be followed. Subject to approval by the Dean and Head, faculty may negotiate a course reduction during a semester for parental leave.

Reporting Requirements:

Requests for scheduling compensation from the Dean’s Office must be made in a written memo from the Department Head to the Dean stating the expected length of absence period, life event involved (as appropriate), the department’s absence scheduling plan for each course effected and indications that affected faculty have/or will consult with Human Resources.

In cases of illness or injury, faculty must report absences on timecards as sick leave. Life events that become extended absences (more than five working days) may be covered under the Family and Medical Leave Act (FMLA), and faculty should consult with Human Resource Services for these cases. Life events covered under FMLA include: the birth or placement of a child, the faculty member’s own serious health condition, time required to care for a spouse, child or parent with a serious health condition, or qualifying military leaves. More information on FMLA and leaves can be found on the Human Resources webpage at:

http://www.vpaf.uni.edu/hrs/benefits/fmla/index.shtml

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