

School of Music Faculty Absentee Policy

In accordance with University Policy (PPM 8-12.4), faculty members are expected to meet all regularly scheduled classes, private lessons, and rehearsals. Faculty members who must be absent from assigned teaching responsibilities shall follow these procedures:

Professional Activities

In light of extramural opportunities or professional obligations and in accordance with University Policy (PPM 2-26), faculty members may receive approval to be absent from instructional or administrative responsibilities. In such cases, a substitute instructor, approved by the director of the School of Music, may teach classes normally taught by those faculty members. Notification must be given with reasonable advanced notice to the director of the School by completing and submitting a **Faculty Absence Information Form**. When necessary, faculty members with instructional duties are responsible for compensating substitute instructors. Faculty members should also informally notify their area chairs if they plan to be absent.

Health Absences

In accordance with University Policy (PPM 2-21), benefits-eligible faculty shall report all health-related absences on the **Faculty Absence Information Form**. A completed form must be submitted to the director of the School of Music no later than 3 days after returning to work. The School of Music is required to monitor faculty sick leave. Faculty members who become ill and cannot meet their regularly scheduled classes, lessons, and/or rehearsals should call to inform the Music Office staff in advance of the absence. When possible, a substitute instructor should cover missed classes. Private lessons should be rescheduled.

Off Campus Travel (non-absence)

Faculty may choose to submit a **Faculty Absence Information Form** when traveling off campus to participate in any professional activities, including those activities that do not require missing scheduled University responsibilities. Advanced documentation of off-campus, University-related activities helps protect faculty members in the event of an incapacitating injury that might involve Workman's Compensation.

Faculty Absence Information Forms are kept in the director's office and used to 1) monitor sick leave, 2) document approved teaching substitutes, and 3) document participation in professional activities off campus. Forms will be retained until the end of the current academic year and are not added to permanent personnel files.