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| **Date:** | July 16, 2021 |
| **To:**  | MxCC Faculty |
|  | Dr. Donna Bontatibus, Interim Dean of Academic and Student Affairs |

There may be circumstances that prevent you from teaching your scheduled course(s). Please notify the college when this happens by following these procedures initially adopted in the Fall 2016 semester.

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| **Faculty Absences** * For all absences, please contact your students via college email and/or Blackboard, if possible.
* ***For unanticipated absences,*** notify the College you will be absent and cannot hold class as scheduled (ground and virtual).
	+ ***Full-time Faculty***: email the Interim Dean of Academic and Student Affairs, Donna Bontatibus (dbontatibus@mxcc.edu) and/or the Assistant to the Dean, Sarah Perez (sperez@mxcc.edu).
	+ ***Adjunct Faculty***: email your Program/Discipline Coordinators. If you do not have a Program/Discipline Coordinator, follow procedures for Full-time Faculty above.
	+ ***MxCC @ Platt Faculty***: email the Evening Coordinator/Administrator, Carolyn Innocenzi (CInnocenzi@mxcc.commnet.edu; 203-235-0774). Please also let your PC/DC know.
* **Ideally within 24 hours**: the faculty member must contact their immediate supervisor (Program/Discipline Coordinator or Interim Dean of Academic and Student Affairs) to discuss possible options to make up the missed class and/or course content. The options may include posting an alternative assignment on Blackboard.
* The faculty member must complete the **Faculty Absence Form** and submit it to their immediate supervisor for review.
* ***For anticipated, but unavoidable absences***, faculty must complete the **Faculty Absence Form** and submit to their immediate supervisor (Program/Discipline Coordinator or Interim Dean of Academic and Student Affairs) for review, ideally two-weeks in advance of the absence. Please also let your students know in advance and provide an alternative assignment.
* For extenuating or prolonged circumstances, coverage options will be discussed with the Dean of Academic Affairs.
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***Please Note***

* Full-Time Faculty should use accrued time (sick leave, personal leave) when applicable or refer to appropriate payroll codes.
* Part-Time Faculty do not accrue paid time off but are expected to meet each scheduled class and complete all assigned responsibilities.
* Part-Time Faculty who cannot meet the terms and conditions of the Notice of Appointment due to excessive absenteeism may not be offered assignments in future semesters.

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| **Faculty Member Information**  |

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| Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Alt. Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Absence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **ONE FORM PER DATE OF ABSENCE** |
| **Please Check One:** * **Unanticipated Absence**
* **Anticipated, but Unavoidable Absence**

*(NOTE: Vacations are NOT an allowable absence)* |
| Faculty Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Course(s) Impacted by Absence:** |

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| **CRN #*****(ex. 3210)*** | **Course Number and Title*****(ex. COL 101 College & Career Success)*** | **Building & Room Number****(ex. Snow 415)** | **Additional information****i.e., directions for students, alternative assignments, Blackboard updates** |
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| **Supervisor –Approval or Denial** |

**Please Check One:**

* Approved
* Denied — Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Program/Discipline Coordinator or Interim Dean of Academic Affairs*

7.12.21 updated