

Date:

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.

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 (lkaupas@mxcc.edu) or to rparicharak@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.

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.

Faculty Member Information

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 _____

Course(s) Impacted by Absence:

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

Supervisor –Approval or Denial

Please Check One:

☐ Approved

☐ Denied — Reason: _____

Signature: _____

Program/Discipline Coordinator or Interim Dean of Academic Affairs

Date: _____

12.09.22 updated