

Ad Hoc Academic Continuity Committee:
Recommendation Concerning Instructor Absence
in the Event of Campus Disruption

1. The Ad Hoc Academic Continuity Committee has considered the impact of instructor absences during the disruption caused by the COVID-19 pandemic. With a focus on issues critical to the continued academic progress of our students and the success of our faculty, the group is especially concerned about the challenges that academic units may face when instructors' health concerns or those of their families prevent instructors from performing their instructional responsibilities.
2. Given the foregoing, the Ad Hoc Academic Continuity Committee recommends the following concerning situations when any instructor of record may be unable to perform their assigned instructional responsibilities:
 - a. As a general principle, when these situations occur, academic units should be mindful of reasonableness, flexibility and equity in determining how to staff courses that need coverage when an instructor is absent. If an academic unit determines that an instructor is needed to cover a course for another instructor, instructors who may be interested in accepting such an assignment will be informed about the assignment and then decide whether they are willing and able to take over the course. Graduate or teaching assistants should be offered such opportunities for additional instructional responsibilities only in rare circumstances and if appropriate to their field of study and their progress towards a degree.
 - b. Academic units should assess each situation on a case-by-case basis including but not limited to the following considerations: long-term or short-term absence; course content; remote or fully online course; time remaining in the semester; and number of students in the class.
 - c. To the extent possible, based on timing and communication method, the Faculty Advisory Committee of the academic unit should be consulted about these situations.
 - d. If an absence is expected to extend over a short period of time (2.5-3 contact hours), the academic unit should assess and consider any past practice the unit has followed in these situations.
 - e. If an absence extends over a substantial period of time or requires extensive preparation on the part of another instructor, academic units should first

consult their Faculty Handbooks for guidance concerning these situations. The workload section and/or other sections of Faculty Handbooks may provide established parameters and processes for how academic units should handle such situations and how to calculate appropriate compensation for substitute instructors.

- f. In the absence of guidance in the Faculty Handbook, academic units should provide reasonable compensation to substitute instructors based on the factors mentioned in b. above. Types of compensation could include but not be limited to: overload pay, revised responsibilities, or workload credit that can be used at an agreed upon time. In all situations, compensation for additional assigned responsibilities must comply with the terms and conditions of the applicable collective bargaining agreements and other employment contracts.
 - g. Inability to perform assigned duties requires compliance with human resources policies and procedures, including but not limited to reporting the use of sick leave.
3. Given the unique challenges created by the COVID-19 pandemic, the Ad Hoc Academic Continuity Committee recommends that academic administrators and instructors communicate regularly and openly about challenges to all instructors' ability to perform their instructional responsibilities so that these situations can be addressed in a timely manner that will assure the success of our students.