



TO: All Faculty  
College of Arts and Sciences

FROM: Marcelo Camperi  
Dean, College of Arts and Sciences

DATE: August 23, 2016

SUBJECT: Class Time Modifications and Absences from Class

*All policies and procedures, including any associated forms, can be found at <https://mysf.usfca.edu/arts-sciences/faculty-resources>*

I write to remind you of the appropriate procedures, should it become necessary for you to reschedule, cancel, or otherwise modify your class(es). This memo pertains to articles 19.1.5 and 19.1.6 of the full-time faculty CBA, and article 10.1 of the part-time faculty CBA.

More specifically, this memo deals with

- 1) Modifications to scheduled seat time or class cancellations
- 2) Anticipated absences from class
- 3) Unanticipated absences from class

**Policies:**

**1) Modifications to the scheduled seat time or class cancellations**

Any modifications to the scheduled seat time for a course (whether one-time or ongoing), cancellation of classes for any reasons, or modifications to the scheduled final exam, must have written Dean's Office approval. You should discuss your rationale for the change with your associate dean, who will assess its impact on student learning and educational experience, and on faculty workload. Depending on the circumstances, the associate dean may consult the College Curriculum Committee and/or your department chair.

**2) Anticipated absences**

Any anticipated absence from class (for example to attend a conference) must have prior Dean's approval. Please complete the "request to be absent from class" form (found at the URL above), and submit it to your associate dean's assistant at least two weeks prior to the absence. The form asks you to provide a rationale for your absence, and a plan to either provide a substitute instructor or otherwise make the class up. Make sure to also include the signature of your department chair or program director. Anticipated absences should never result in class cancellations, unless under extreme circumstances. Please note that requiring your program assistant to proctor any kind of class activity as a substitute for you is not a viable option, as such duties are not in the OPE job description and thus cannot be allowed.

**3) Unanticipated absences**

If unexpected circumstances prevent you from making it to your class (such as illness or sudden emergency), you should notify your program assistant (for Hilltop Campus faculty) or your Branch Campus Office Manager (for Branch Campus faculty), who will know the procedure to follow. If you are able to send an email, please also copy your associate dean's assistant to it. If you have special instructions for your students, you should pass them on to your program assistant. If you have a viable plan for a substitute instructor, and there is time to implement it, please discuss it with your associate dean and department chair.

Should you have any questions or concerns regarding these matters, please do not hesitate to contact me, or your associate dean.

cc: Pamela Balls Organista, Associate Dean for Social Sciences  
Eileen Fung, Associate Dean for Arts and Humanities  
June Madsen Clausen, Associate Dean for Academic Effectiveness  
Christina Tzagarakis-Foster, Associate Dean for Sciences  
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