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**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 25-A-XX**

Approved by the Faculty Senate  
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**BRIEF SUMMARY:** Retitles “Sick Leave Policy” to “Teaching During Absences” and revises a portion of the section to provide notification guidelines and alternate delivery methods (Chapter 2, Sick Leave Policy).

**ACTION OF BILL: (REVISING “SICK LEAVE POLICY” TO “TEACHING DURING ABSENCES”)**

**BE IT RESOLVED:** subject to the passage and approval of this bill and its companion bill 25-A-XX Removing Notification of Necessity to Miss a Class (Chapter 3), Chapter 2, Sick Leave Policy of the *Faculty Handbook* be amended by adding the following content:

**TEACHING DURING ABSENCES**

**Teaching During Absences**

Faculty members are expected to meet all classes and keep all office hours. It should be noted that there are times when, due to professional obligations, a faculty member may not be available during posted office hours. Students are encouraged to contact the faculty member to schedule an appointment if needed.

However, there may be circumstances that prevent a faculty member from teaching their assigned classes. Absences can be anticipated or unanticipated, and different actions are required depending on the situation.

When an absence from class is anticipated, it is the faculty member’s responsibility to make arrangements for an alternate delivery method, subject to the approval of the department chairperson or the chair designee. To facilitate this process, the Travel Authorization Form and/or Request to be Away from Assigned Duties is located on the mySEMO portal under Faculty Resources (<https://my.semo.edu/pages/faculty-resources>).

When an absence from class is unanticipated, and a faculty member is unable to meet a scheduled class because of sudden illness or other emergency, they should notify the department chairperson or chair designee. If the unanticipated absence extends longer than three days, then the Office of Human Resources should be notified.

### *Alternate Delivery Methods*

Faculty members are encouraged to consider alternate delivery methods during absences that support course objectives and align with students' needs. Options include, but are not limited to:

- Online lectures: Using live or pre-recorded video lectures via platforms like Zoom or Microsoft Teams to deliver course content remotely.
- Asynchronous learning: Providing readings, videos, and/or assignments that students can complete at their own pace on the learning management system.
- Hybrid instruction: Using biflex, blended, or hyflex course modalities.
- Guest lecturers or substitutes: Arranging for a colleague or teaching assistant to cover classes temporarily.
- Other methods that align with specific course objectives and the unique needs of students and/or faculty.

*Approved by Faculty Senate, bill 83-A-02 on 4/1983, Approved by Board of Regents 4/1983; Amended by Faculty Senate, bill 86-A-09 on 10/22/1986, Approved by Board of Regents 12/1986; Revised Benefits Office 1/93*

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<b>Action</b>	<b>Date</b>
Introduced to Senate	1/22/2025
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	