



COLLEGE OF LIBERAL ARTS  
*Office of the Dean*

To: CLA Department and School Heads  
From: David A. Reingold, Dean of the College of Liberal Arts  
Subject: Policy re: Instructor Missing Class in the First Week of the Semester  
Date: October 19, 2015

The first day/first week of class in an academic semester is extremely important in establishing a successful learning environment for students. There may be situations where a faculty member, graduate student, or other instructor is unable to attend the first class or first week of the semester. Unless he or she has received prior approval from the department/school head to be absent the first day/week of class, it is expected that all instructors will meet their class at the beginning of the semester.

If an instructor is absent without permission during the first two classes/first week of the semester, the head should contact the person immediately to attempt to resolve the situation.

If the instructor is unresponsive to requests for information, or if the instructor communicates that he or she is unable to attend class, the head of the department/school should ensure that a substitute is present during any missed sessions, until the situation is resolved.

If the assigned instructor is not able to teach the class after the first week, immediate action must be taken to find a permanent instructor for the class.

These guidelines should be considered an addition to the CLA Department Heads Handbook.