

**ABSENCE FROM DUTY, MISSED CLASSES, AND REPORTING
OF CONSULTING AND SUPPLEMENTAL COMPENSATION ACTIVITIES POLICY**

Approved by Faculty Forum on April 27, 2018 (80 Approve, 14 Disapprove, 12 Abstain)

Generally, all classes should meet at the scheduled time and be taught by the instructor assigned to the course. On occasion it may be necessary for a faculty member to miss a class. This policy summarizes and expands upon *The University of Alabama Faculty Handbook* requirements relating to missed classes and absence from duty. Because supplemental compensation and consulting activities are sometimes cited as reasons for absence from duty, this document also summarizes reporting requirements and establishes policies relating to missing and rescheduling classes for these purposes.

I. Missed Classes and Absence From Duty

- A. The *UA Faculty Handbook* indicates that faculty are expected to conduct their classes as scheduled and seek approval prior to missing class (<http://facultyhandbook.ua.edu/iii-class-scheduling-and-class-attendance.html>)
- B. Submission of a properly completed Coverage Approval Form to the Department Head/Director is the appropriate means for requesting prior approval to miss class or other duties. Except in unusual circumstances, the form should be submitted at least two weeks in advance. If the request is approved, a copy of the signed form will be returned to the faculty member in a timely manner.
- C. Approval generally requires that the class be met at the scheduled time by a qualified substitute instructor or offered in another time or format.
- D. In the event that an emergency causes a class to be missed, the faculty member should inform the department program assistant as soon as possible. The Coverage Approval Form should be submitted as soon as practical following the emergency.

II. Consulting and Supplemental Compensation

- A. Because supplemental compensation activity may infringe upon a faculty member's teaching, research, and academic citizenship responsibilities, University policy requires prior approval from the Dean or the Dean's designated representative for any such activity. University policy limits the number of supplemental compensation days during any academic year and during the interim term and the summer term for faculty members with teaching assignments during these periods (<http://facultyhandbook.ua.edu/vii-supplemental-compensation-policy.html>).
- B. It is the policy of the College that regularly scheduled classes take precedence over consulting and other activities, and that faculty should schedule these activities to avoid conflicts with regularly scheduled classes.
- C. All internal supplemental compensation activities and any externally-compensated activities that exceed \$100 or ½ day of time must be approved by the Department Head/Director and the Dean on the appropriate University supplemental compensation

form prior to starting the activity. If the planned activity is expected to result in a missed class or other assigned responsibility, the Coverage Approval Form also must be submitted and approved by the Department Head/Director.

- D. Faculty who are not meeting academic qualifications criteria are not eligible for internal supplemental compensation. This includes overload teaching, EMBA programs, etc. Meeting academic qualifications criteria will also be a consideration in approvals of external supplementation compensation form.
- E. Faculty members are strongly encouraged to consult the UA faculty handbook and Provost's website regarding the State of Alabama Ethics Law (<http://provost.ua.edu/state-ethics-law.html>) to ensure that their consulting or other external activities are not in violation of the policies or the law.
- F. Temporary appointments at another university (such as short-term teaching assignments or research appointments) during the academic year must not conflict with the faculty member's regular UA duties. Compelling arguments should be made for these appointments and could, for example include; access to valuable and unique resources, such as data or special collaboration opportunities.

University policy requires that an academic appointment at any other institution of higher education requires written approval from the Executive Vice President/Provost. To request approval for an academic appointment at another institution, the faculty member should submit a request to his or her department head/director explaining why the appointment adds value to UA. If acceptable to the department head/director, he/she should submit the request to the Dean's office for approval and routing to the Office of Academic Affairs. The external supplemental compensation form is not an appropriate means to request academic appointments at another university.

Version History

- | | |
|---------|---|
| 1/12/18 | Revised policy distributed to department heads to review. |
| 2/14/18 | Revised policy submitted to for consideration |
| 3/21/18 | Revised policy (with additional changes) submitted to Faculty Executive Board for consideration |
| 3/21/18 | Faculty Executive Board Approved |
| 4/27/18 | Faculty Forum Approved |