Guidelines Regarding Planned Absences That Impact Teaching

During the Fall and/or Spring Semesters

Tenure-line faculty members (and some non-tenure-line faculty members) with teaching responsibilities are expected to perform service and research. As such, there may be occasional times during the fall and/or spring semesters when faculty members may wish to plan absences for work-related reasons. (Illness or other unavoidable circumstances are usually the only reasons for last-minute cancellations.)

In the case of planned absences for work-related reasons, faculty members who anticipate needing to miss more than five class hours during the fall and/or spring semesters must seek prior approval from their supervisor. Regardless of the number of missed classes for planned absences, the faculty member must always communicate with their supervisor regarding what appropriate action will take place to cover their teaching obligations for the duration of their absence. The faculty member is expected to make arrangements for classes to be covered in person or provide an alternative form of instruction. For helpful information about strategies for both planned absences and emergencies go to <https://weblearning.psu.edu/contingency-planning/>.

Faculty members may offer no more than 24.99% percent of an in-person class remotely (synchronously or asynchronously). For more information about this requirement go to <https://www.registrar.psu.edu/registration/instruction-modes.cfm>.

This guidance is in addition to and in accordance with guidance provided by the Office of Faculty Affairs around faculty working outside the United States. Faculty who are planning to work outside the United States for up to 30 days must inform their supervisor. For more information about this requirement go to <https://vpfa.psu.edu/files/2023/02/Faculty-Working-Outside-the-US_2-1-23.pdf>.

## Relevant Guidance:

* EMS Faculty Workload Policy: <https://www.ems.psu.edu/resources-faculty-and-staff> (see College Policies and Guidelines > Faculty Workload Policy)
* Instructional Modes: <https://www.registrar.psu.edu/registration/instruction-modes.cfm>
* Contingency Planning for Undergraduate and Graduate Instruction: <https://weblearning.psu.edu/contingency-planning/>
* University Faculty Senate Policy 42-23 - “Credit Requirements by Types of Instruction” [42-00 Acquisition of Credit | University Faculty Senate](https://senate.psu.edu/students/policies-and-rules-for-undergraduate-students/42-00-acquisition-of-credit/#42-23)

GUIDELINES INITIAL DATE: February 4, 2025

(replacing previous guidelines titled ‘Time Away During the Academic Semester 10.23.23’)