



## **Kutztown University Policy ACA-001**

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### **Class Coverage**

#### **A. Purpose**

The purpose of this policy is to provide for covering classes in the absence of the regularly assigned faculty member.

#### **B. Scope**

This policy applies to all courses and all faculty members.

#### **C. Key words and phrases:**

Appropriate Dean – for undergraduate classes, the appropriate Dean would be the Dean who supervises the academic department in which the course or the faculty member resides; for graduate courses, the respective Dean would be the Dean as described above.

#### **D. Policy & Procedure(s)**

Coverage is to be arranged by the department chairperson, who will assign the best-suited faculty members available. Department chairpersons may cancel classes only when arrangements for short-term substitutes cannot be adequately made because of insufficient notice or other reasons of impracticality.

The office of the appropriate Dean shall be informed immediately if a class has been canceled. Individual faculty members do not have the authority to cancel classes. It is requested that when the department chairperson reports the canceling of a class they also inform the On Campus Operator, at phone number 610-683-4000, so that commuting students can obtain the information.

Teaching faculty members who anticipate absence for professional reasons should, on forms provided by the appropriate Dean, request permission from the Dean at least two weeks in advance of the anticipated absence. They should notify department chairpersons, make provisions for covering their classes, and indicate those arrangements on the application blank.

Policy ACA-001

**E. Effective Date**

Pre-1970

**F. Approved By**

Standing policy established before 1970

**G. Last Review**

August, 2010

August, 2011

August, 2012

August, 2013

August, 2014

August, 2015

August, 2016

August, 2017

August, 2018

August, 2019

August, 2020