

Absence of Instructors from Class(es), 3.25

PURPOSE

Yavapai College (YC) establishes clear guidelines for managing and addressing the absence of instructors from scheduled classes. YC aims to ensure minimal disruption to the learning process, maintain academic continuity, and uphold the highest standards of educational delivery.

POLICY APPLICATION

This policy seeks to provide a framework for communication, contingency planning, and accountability in supporting both YC instructors and students in achieving their academic goals despite unforeseen or planned absences. YC commits to fostering a supportive and responsive educational environment that prioritizes the educational needs and well-being of its students.

OPERATIONAL POLICY

The instructor is responsible for meeting all classes as scheduled during the work week, unless classes have been officially dismissed by administrative authority. In the event that illness or personal emergency requires an instructor to be absent, the instructor will notify the ~~Division Dean/Associate Dean/Program Director/Department Chair~~ Associate Vice-President (AVP), Dean, Associate Dean or designee immediately. Special arrangements will be made to cover classes, including the use of qualified substitutes, as deemed necessary by the ~~respective supervisor. Division Dean/Associate Dean/Program Director. The Vice President for Instruction and Student Development or designee establishes the criteria and procedures for hiring substitute faculty, credentialing substitute faculty, and compensating substitute faculty.~~ Hiring practices, credentialing and compensation of faculty will meet the established criteria and procedures at YC. Faculty that will be absent due to institutional obligations and/or work-related professional development opportunities must arrange for a credentialed faculty substitute in advance or create appropriate in person or online learning opportunities for the class that the instructor will be absent.

RELATED PROCEDURES

Absence of Instructors from Class(es) Procedure, 3.25 [\(link to procedure\)](#)
[Sick Leave Procedure, 2.11.01](#)

RELATED POLICIES

[Sick Leave Policy, 2.11](#)

RELATED INFORMATION

There is no related information.

POLICY HISTORY

Adopted 4/8/2003

Revised to "Operational" Policy and Owner Reassigned 3/5/2021

Transferred to PolicyStat 12/1/2021

Removed procedure from policy 6/26/2024