FACULTY CONDUCT OF CLASS

It is the obligation of the instructor(s) of record in a course to meet all the course’s scheduled face-to-face classes on time and for the full class period unless other arrangements have been made with the approval of the unit head, or unless instructional activities at the university or the relevant campus have been cancelled for weather or other emergencies.

In online courses, it is the obligation of the instructor(s) of record to conduct all online course activities as scheduled in the syllabus unless other arrangements have been made with the approval of the unit head. In hybrid courses, it is the obligation of the instructor(s) of record both to meet all scheduled face-to-face classes on time and for the full class period and to conduct all online course activities as scheduled in the syllabus unless other arrangements have been made with the approval of the unit head.

In accordance with relevant university personnel policies concerning leaves of absence, sick time and disability, instructors may be excused from conducting class or scheduled online activities by reason of

- Bereavement
- Jury duty
- Military service
- Religious observance
- Medical absence.

An instructor unable to conduct a class or a scheduled online activity due to personal emergency must notify the unit office as soon as possible. For absences in classes meeting outside of the unit office’s business hours, the Registrar’s Office must be notified as well. Except in cases of emergency, the instructor must notify the unit head in advance of excused absences.

The decision to cancel classes because of inclement weather or other emergencies is announced by the university on the university’s web site, through the NUAlert system and in local media. Instructors are responsible for maintaining emergency contact information and for responding to emergency instructions concerning the conduct or cancellation of classes or examinations as well as any alternative or rescheduled instructional activities.