**Presence at the University**

1. Two semester (fall-spring) faculty appointments begin, and faculty are expected to report, on the Monday preceding the week in which fall semester classes begin and continue through the end of spring commencement. Temporary absence for faculty members during the period when their contract requires them to be in attendance shall be arranged in accordance with regulations of the unit. Each faculty member is responsible for the conduct of assigned courses and is required to meet such classes and make such assignments as will fulfill the intent of the course.

The normal summer term appointments (for extra compensation or for 2.5 semester faculty) for faculty begin on the Monday of the week in which the summer term classes begin. Such appointments end on the Friday of the week in which the summer term grades are due.

2. Regular Evening Assignments

Members of the full-time faculty of the University will be expected to teach evening courses that are part of the programs leading to the bachelor's degrees offered by the Colleges, or to advanced degrees in the Graduate School, as an integral part of their service load for the University. Appropriate consideration, where possible, will be given to the schedules of faculty members who are to teach both day and evening so that the total load is a reasonable one. Faculty members will be consulted in the assignment of courses and may be excused from evening teaching by the Dean of the College if circumstances warrant. The schedule maker will make every attempt not to assign early morning classes to faculty members who have taught late evening classes on the preceding night. Any faculty member assigned a Saturday class will, if possible, be given the following Monday as a day off, but in any event, guaranteed a day off during the week.

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1 Promulgated by the Provost, November 27, 1979. Revised by Faculty Senate April 22, 2002; approved by President May 21, 2002, and by Board of Trustees June 14, 2002. This policy applies to all teaching employees.