

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 25-A-12

Approved by the Faculty Senate  
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**BRIEF SUMMARY:** This bill revises a section of “Teaching During Absences” in Chapter 2 of the *Faculty Handbook*.

**ACTION OF BILL: REVISING TEACHING DURING ABSENCES – EXTENDED FACULTY ABSENCES AND COMPENSATION GUIDELINES**

**BE IT RESOLVED:** Subject to the passage and approval of this bill, “Teaching During Absences” in Chapter 2 of the *Faculty Handbook* will be revised by this bill.

**TEACHING DURING ABSENCES – EXTENDED FACULTY ABSENCES AND COMPENSATION GUIDELINES**

**Extended Faculty Absences and Compensation Guidelines**

~~Faculty absences from classes due to illness or injury are to be covered by a reasonable and equitable distribution of the absent faculty member’s duties to department colleagues. These assignments shall be coordinated by the department chairperson and shall be made on the basis of department procedures.~~ For university policy regarding leaves, consult Business Policies & Procedures OP 03-18; Leaves (semo.edu/finance-admin/\_pdfs/finadm-03-18-policy.pdf) and contact the university’s Office of Human Resources. When extended faculty absences from teaching cannot be covered through alternate delivery methods, then the department chairperson or chair designee will coordinate a reasonable and equitable distribution of duties among department colleagues when possible or hire an adjunct to best meet the needs of the department.

When ~~covering classes for more than three consecutive weeks it becomes necessary to cover the absence of ill or injured faculty for a period of more than three consecutive weeks,~~ persons providing class coverage ~~shall~~ will receive some mutually agreed upon form of compensation: ~~either~~ prorated overload pay if the person is already assigned a ~~12-hour~~ full load for the semester; ~~or a reduced load for the following semester.; any other form of compensation mutually agreed upon by the chairperson and the faculty member.~~

~~Should~~ When it be obvious to the departmental personnel at the onset of the illness or injury that the absence of the faculty member will be ~~more than three weeks lengthy and/or may likely continue to the end of the semester,~~ the absent faculty member’s courses ~~should~~ will be reassigned to other faculty ~~as the instructor of record immediately,~~ either to regular faculty or to part-time faculty replacements. Faculty members whose ~~prolonged~~ absences begin in one

semester and carry over into a second semester ~~shall~~ will have their loads reassigned from the beginning of the semester. When the absent ~~faculty~~ member returns to full duty, the reassigned courses ~~shall~~ will be returned to the regular faculty member and compensation for the replacement instructor paid on a prorated basis.

~~In any consecutive 12-month period, a faculty member can utilize up to three months of sick leave with full pay and an additional three months at sixty percent pay. Sick leave may not be used to extend the normal nine-month assignment; however, if a faculty member has a summer teaching contract and has begun to teach under that contract, they will be eligible to use sick leave at the conclusion of the spring semester but does not have a summer contract or cannot begin the summer contract, sick leave payments will cease at the end of the normal contract year. If the faculty member is still unable to resume their teaching duties at the start of the next regular academic cycle, sick leave benefits will resume. Unused sick leave in any regular academic year or summer session cannot be credited to a succeeding period. All days missed due to illness or injury are credited as sick leave in any academic year. The sick leave policy complements the long-term disability insurance plan offered through the fringe benefit program, which goes in effect on the 181st day of the disability period.~~

*Approved by Faculty Senate, bill 83-A-02 on 4/1983, Approved by Board of Regents 4/1983; Amended by Faculty Senate, bill 86-A-09 on 10/22/1986, Approved by Board of Regents 12/1986; Revised Benefits Office 1/93*

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Action	Date
Introduced to Senate	3/26/2025
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	