
To: Faculty Senate

Re: Teaching During Absences Bills – Current Faculty Handbook and Proposed Changes Views

From: Faculty Senate Compensation Committee members (Chair, Dr. Erin Rae Fluegge)

Below are views of the current and proposed changes for the Faculty Handbook regarding the Teaching During Absences Bills (formerly known as Sick Leave Policy) consistent with bills 26-A-4, 26-A-5, 26-A-6, and 26-A-7.

Current Faculty Handbook (Page 27)

Sick Leave Policy

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.

When 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 receive some form of compensation: prorated overload pay if the person is already assigned a 12-hour load for the semester; a reduced load for the following semester; any other form of compensation mutually agreed upon by the chairperson and the faculty member.

Should it be obvious to the departmental personnel at the onset of the illness or injury that the absence of the faculty member will be lengthy and/or may likely continue to the end of the semester, the absent faculty member's courses should be reassigned to other faculty 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 have their loads reassigned from the beginning of the semester. When the absent member returns to full duty, the reassigned courses shall 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 longterm 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

Proposed Changes (Incorporates Bills 26-A-4, 26-A-5, 26-A-6, and 26-A-7)

Teaching During Absences

Faculty Senate Bill 26-A-5 Begins Here

Faculty members are expected to meet all classes and keep all office hours. It should be noted that there are times when, due to professional obligations, a faculty member may not be available during posted office hours. Students are encouraged to contact the faculty member to schedule an appointment if needed.

However, there may be circumstances that prevent a faculty member from teaching their assigned classes. Absences can be anticipated or unanticipated, and different actions are required depending on the situation.

When an absence from class is anticipated, it is the faculty member's responsibility to make arrangements for an alternate delivery method, subject to the approval of the department chairperson or the chair designee. To facilitate this process, the Travel Authorization Form and/or Request to be Away from Assigned Duties is located on the mySEMO portal under Faculty Resources (<https://my.semo.edu/pages/faculty-resources>).

When an absence from class is unanticipated, the department chairperson or chair designee should be notified. If the unanticipated absence extends longer than three calendar days, then the Office of Human Resources should be notified.

Alternate Delivery Methods

Faculty members are encouraged to consider alternate delivery methods that support course objectives and align with students' needs. Options include, but are not limited to:

- Online lectures: Using live or pre-recorded video lectures via platforms like Zoom or Microsoft Teams to deliver course content remotely.
- Asynchronous learning: Providing readings, videos, and/or assignments that students can complete at their own pace on the learning management system.
- Hybrid instruction: Using biflex, blended, or hyflex course modalities.
- Guest lecturers or substitutes: Arranging for a colleague or teaching assistant to cover classes temporarily.
- Other methods that align with specific course objectives and the unique needs of students and/or faculty.

Faculty Senate Bill 26-A-5 Ends Here

Extended Faculty Absences and Compensation Guidelines

Faculty Senate Bill 26-A-6 Begins Here

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.

Faculty Senate Bill 26-A-6 Ends Here

When 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 receive some form of compensation: prorated overload pay if the person is already assigned a 12-hour load for the semester; a reduced load for the following semester; any other form of compensation mutually agreed upon by the chairperson and the faculty member.

Should it be obvious to the departmental personnel at the onset of the illness or injury that the absence of the faculty member will be lengthy and/or may likely continue to the end of the semester, the absent faculty member's courses should be reassigned to other faculty 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 have their loads reassigned from the beginning of the semester. When the absent member returns to full duty, the reassigned courses shall be returned to the regular faculty member and compensation for the replacement instructor paid on a prorated basis.

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