



The Council of Deans approved this Primer on Faculty Attendance originally on 17 October 2002 and its revisions on 09 February 2005, 18 January 2006, and 11 April 2006. The Academics Council approved the additional revisions on 24 July 2013 and 19 June 2019.

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An "official business" means that the faculty member will be presenting a paper at a conference or representing the University in a meeting, and other related activities with prior approval as "Official Business" by the Chair, the Dean, and the Vice President/Chancellor for Academics.

This is not recorded as an "absence" but still requires a make-up class to attain the required number of class hours. "Official business" not offset by a make-up class will be recorded as an absence at the end of the term.

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Classes are expected to start and end on time. Any early dismissal is reported and recorded as such.

An "early dismissal" needs no make-up class. Corollary to this, late dismissal is not allowed since such may result in conflicts with the availability of the room for the next class and/or with the schedule of students' other classes.

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A "vacant room" means that both the faculty and the students were not in the room. This is recorded as an absence unless prior notice for an alternative class, change of room, or change of time ha (i)(d) -0.2 (h) -0.2 (a) -09s u (i)(d) (m,

