

Faculty Attendance	Procedure Number	622
	Effective Date	September 1, 2019

1.0 PURPOSE

Ensure that faculty members are attending and providing instruction in the classes they are assigned per their designated semester/teaching load.

2.0 REVISION HISTORY

Adopted on: July 1993
 Revised on:
 September 2014

3.0 PERSONS AFFECTED

Faculty members

4.0 DEFINITIONS

5.0 PROCEDURES

Class attendance by faculty members is essential for proper learning to occur. Class time will be used effectively to enhance the learning process by ensuring classes and labs meet for the scheduled duration to include finals being administered during finals week.

Classes can only be canceled or rescheduled with approval of the Chair and Dean.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	July 1993
Ratified by:	PTC Policy Review UA-PTC Policy Review	September 2014 January 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	August 2019
UA Policy Alignment		

