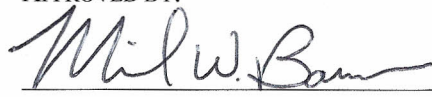
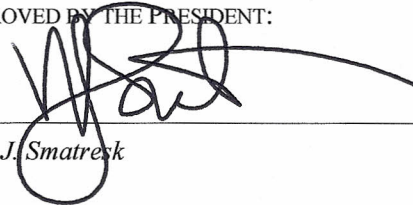




**MISSED CLASSES FOR TEACHING STAFF**

**RESPONSIBLE ADMINISTRATOR:** EXECUTIVE VICE PRESIDENT AND PROVOST  
**RESPONSIBLE OFFICE(S):** OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST  
**ORIGINALLY ISSUED:** OCTOBER 2005  
**APPROVALS:**

APPROVED BY:  
  
\_\_\_\_\_  
*Michael W. Bowers, Executive Vice President & Provost*      2/29/12  
Date

APPROVED BY THE PRESIDENT:  
  
\_\_\_\_\_  
*Neal J. Smatresk*      3/5/12  
Date

**REVISION DATE:** FEBRUARY 2012

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**STATEMENT OF PURPOSE**

The purpose of this policy is to state the university's position on instructors' absences from scheduled classes. The word "instructor" is defined as faculty and all other teaching staff throughout this document.

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**ENTITIES AFFECTED BY THIS POLICY**

All instructors who teach at UNLV are affected by this policy.

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**WHO SHOULD READ THIS POLICY**

All instructors who teach at UNLV need to read and understand this policy.

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**POLICY**

UNLV's bylaws state that all instructors who teach are expected to meet classes as scheduled and assigned.<sup>1</sup>

There may be occasions when it is necessary for an instructor to miss a class or other obligation due to illness, for professional meetings, or for the observance of a religious holiday, etc. An instructor should have prior approval from his or her immediate supervisor before

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<sup>1</sup> UNLV Bylaws, Chapter III, Section 5. The Bylaws can be found on the Faculty Senate website.

missing/rescheduling classes or missing other scheduled duties, with the exception of emergencies.

When instructors must miss an occasional class, the instructor is expected to reschedule that class meeting, to arrange for a substitute instructor or a replacement meeting, or to provide alternative instruction or assignments.

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**RELATED DOCUMENTS**

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Missed Classes for Teaching Staff Procedures

College/School or unit bylaws

UNLV's bylaws

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**CONTACTS**

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Deans' Offices

Executive Vice President and Provost