

**College of Fine Arts**  
**Policy Governing Faculty Absences from Campus for**  
**Professional Activities**

Approved by College Council January 22, 2010

**PURPOSE**

The University of Utah College of Fine Arts is committed to shaping the future of classical and contemporary arts through rigorous professional training that balances professional discipline with personal creativity and artistic leadership. The College values a welcoming and engaging learning environment, which combines creative and innovative classroom instruction with opportunities for individual student and faculty experiences in creative and scholarly research and service.

This policy addresses faculty absences from campus and is designed to further the goals of the College of Fine Arts in keeping with current Rules and Regulations of the University of Utah.

**REFERENCES**

A faculty member is primarily a teacher and a scholar expected to maintain and improve his/her effectiveness in these roles. A faculty member's position is one of trust and responsibility to the university and the students, faculty, and staff who constitute the university community. Faculty members should merit such trust and responsibility by devoted service. They should strive to maintain and improve the academic quality of their department, college, and the university. (Policy 6-316).

The first *duty to students* expected of all faculty members is to meet their regularly scheduled classes and, secondarily, to have engaged in reasonable and substantial preparation for the teaching of courses assigned to them. Faculty must also maintain regular office hours or otherwise assure their accessibility to students (6-316.B 4).

All personnel of the university holding full-time positions shall give full services to the work of the university during scheduled work periods. Any non-university employment must not interfere with the discharge of the person's full-time obligations to the university. While many activities in the College require hours outside of the regular workweek, for the purposes of this policy “workdays” shall be understood as Monday through Friday during the academic year, August 15 – May 15.

Due to the nature of research in the College of Fine Arts, the College has developed a slightly different schedule for allowable absences from campus.

## **POLICY**

The following policy is adopted by the College of Fine Arts to;

1. Ensure that students are receiving the quality instruction outlined by the individual departments/schools in the College from the faculty assigned to teach individual courses,
2. Provide a system to account for University sanctioned absences from campus for faculty research and teaching projects,
3. Provide clear and consistent guidelines for equitable distribution of excused absences from campus for all faculty,
4. Provide a structure through which the Dean is apprised of all faculty absences from campus.

The chair/director of each unit may approve absences from campus for a maximum of 15 non-consecutive workdays or two consecutive weeks (10 workdays) per semester. Any planned absences in excess of two consecutive weeks or 15 workdays must be approved by both the chair/director and the dean prior to the proposed absence.

This policy applies to any and all activities that require the faculty member to be away from campus, excluding time taken for illness or emergencies, and will go into effect beginning academic year 2010-2011. The responsibility falls to the faculty member requesting time away from campus to provide a plan for how the classes will be covered during the absence. The chair/director will either approve this plan or request additional modifications to ensure proper course content delivery and will forward the faculty plan to the Dean for those instances that require the Dean's approval.

Each individual unit will devise a system to track "in real time" the absences of all faculty members, which may be requested by the Dean on a monthly basis. Additionally, each unit may create its own policy clarifications that comply with these College-wide guidelines.