



California Institute of Integral Studies

Policies, Procedures and Documents:

Faculty Absence

It is CIIS policy that all classes will be met at the regularly scheduled time and that they will be taught by the faculty member assigned to the course. Faculty members are expected to hold class meetings that are consistent with the course schedule, maintain a predictable number of office hours which shall be posted and the faculty shall be available to students, colleagues and others through their workload commitment in accordance with the university and departmental policies.

Although it is the responsibility of the instructor to meet all scheduled classes, as well as their other commitments, there may be occasions when it may be necessary for an instructor to miss a class or other obligation. Faculty members, whenever possible, should have prior approval from their before missing classes or missing other scheduled duties. In the case of emergency, notification is requested prior to the start of the class or other scheduled activity.

When a faculty member must miss an occasional class (i.e. for professional meetings, health reasons, religious observances, etc.) he or she is expected to arrange for a guest lecturer or provide an alternative form of instruction. CIIS policy does allow faculty to reschedule a class within the designated special days at the end of the semester; it does not allow faculty to reschedule a class outside of the published class schedule.

Faculty requesting absence during a semester must complete and submit a **Faculty Absence Request Form** as early as possible.

Paid Leaves

In addition to sabbatical leave, full-time faculty are granted paid leaves for personal or family illness or emergencies, medical or legal appointments, maternity or other medical reasons, military, jury duty, educational and some personal reasons such as illness, and deaths in the immediate family. The length of an approved paid leave will vary with individual circumstances. One day may be sufficient in some instances, while others will require extended periods. Faculty should work with their department chair and Chief Academic Officer to arrange for such leaves; the longer the leave, the more important it is to have timely notice, if possible. Final approval of all paid leaves must be obtained from the Chief Academic Officer.

Leaves of Absence Without Pay

Unpaid leaves of absence may be provided for a variety of reasons, including professional growth. While a faculty member is on approved unpaid leave, the Institute will continue to pay its normal share of job-related benefits (insurance, etc.), excluding retirement contributions. For emergencies and for unforeseen opportunities, faculty members may request unpaid leaves at any time. For leaves for professional development, faculty members are requested to observe the procedures for sabbatical leave.