

UWG PROCEDURE NUMBER: 2.7.14, Faculty Absences
Authority: UWG POLICY 2.7, (Teaching Responsibilities)

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedure for compliance with UWG Policy 2.7 on **Teaching Responsibilities**:

The purpose is to clearly communicate to UWG faculty the absentee procedure for University faculty.

A. Definitions

1. **Faculty absence**- when a faculty member (for valid personal or professional reasons) is not present for an occasional class period (regardless of the delivery model) during the academic year.
2. **Minimum required hours of instruction**-The minimum number of hours required by the Board of Regents. According to [BOR Policy 3.4.4](#), one credit hour is defined as 750 minutes of instructional time.

B. Faculty Absence Procedure

If absences prevent a faculty member from providing the required minimum number of hours of instruction during a course's designated class meeting times, the faculty member must make alternative arrangements for providing this instruction. It is the responsibility of the faculty member's college or school to ensure that the required number of hours of instruction are provided.

Issued by the Provost, the 3 day of October, 2018.



Signature, Provost

Reviewed by President: 

Previous version dated: N/A

Approved by Rules committee 11/3/16