

SIR SANDFORD FLEMING COLLEGE POLICY MANUAL

Policy # 2-204 CLASS CANCELLATION	
Classification: <i>Section 2 – Academic Affairs</i>	
Approved by: Board of Governors	Date Approved: June 25, 2014 (BoG June25-2014 #6)
Replaces: # 2-204 Class Cancellation / Faculty Absenteeism	
Next Policy Review: 2019	Responsibility of: Vice-President Academic

Policy Statement

The College is committed to delivering to our students the complete educational package identified in the curriculum and detailed in course outlines.

From time to time, classes may need to be cancelled or rescheduled to accommodate faculty absences. In the event of a faculty member's absence every attempt will be made to do one of the following:

- provide a substitute faculty
- provide students with an assignment covering the subject material
- reschedule the class

Purpose

The purpose of this policy is to provide guidance in decision making and communication surrounding class cancellations due to faculty absenteeism. This policy does not apply in the case of labour disruption.

Scope

This policy applies to all full-time and contract faculty.

Definitions

School Office Liaison (SOL): is a support staff employee responsible for providing administrative support to the Academic Leaders, faculty and staff of the School.

Contract Faculty: are temporary faculty who are employed on a part-time, partial load or sessional basis.

Secondary School Liaison: is the faculty's main point of contact at the secondary school where dual credit courses are being taught.

General Principles

In all cases of faculty absences, the achievement of outcome competencies will be the primary principle used in making decisions regarding class cancellations.

This policy is not intended to cover instances whereby regular classes are cancelled to enable students and faculty to pursue course projects and curriculum material in non-traditional settings (i.e. outside the classroom or lab, utilizing community agency environments).

Operating Procedure

1. If a faculty will be absent from class, s/he ensures the School Office Liaison (SOL) is contacted giving as much notice as possible (preferably a minimum of 2 hours prior to the start of class) and provides the reason for the absence. If the class/learning activity is to begin before 8:00 am, the faculty will notify the students that the class is not occurring at its scheduled time via all of the following methods:
 - Class Cancellation System (note that class is being rescheduled)
 - Learning Management System
 - Group email to students (with a copy to the Chair/Dean)
2. If this is an off-site activity faculty must also notify their off-site liaison that the class will not be occurring at this time.
3. The SOL informs the Chair/Dean of the faculty absenteeism.
4. The Chair/Dean and faculty will determine which of the three alternatives will be implemented: substitute faculty, student assignment or rescheduling. Before a decision is made to reschedule, consideration should be given to the practicality of doing so and the impact on students.
5. If a class is to be rescheduled:
 - 5.1 The faculty member, in conjunction with the SOL, will contact Facilities to determine the availability of a classroom or lab for rescheduled classes.
 - 5.2 The faculty member notifies the students of the rescheduled class via all of the following methods:
 - Class Cancellation System (note that class is being rescheduled)
 - Learning Management System
 - Group email to students (with a copy to the Chair/Dean)
6. If a substitute faculty is to be provided the Chair/Dean or SOL, on behalf of the Chair/Dean, will contact alternate faculty and arrange coverage for the class.
7. If the class is not going to be rescheduled or covered by another faculty, then the class will be cancelled by the faculty via all of the following methods:
 - Class Cancellation System
 - Learning Management System
 - Group email to students (with a copy to the Chair/Dean)

An assignment covering the subject material will be provided for the students by the faculty via the Learning Management System. This may be provided the day of the cancellation or on a subsequent day.

8. Full-time faculty record their illness/absenteeism in My Absences. Contract faculty record their absences via an Exception Report that is submitted to payroll.
9. For guidance regarding College decisions to cancel classes or close campuses (e.g. during unfavourable weather conditions), refer to the HR procedure, *Employee Attendance at Work and Remuneration in Situations of College/Campus Closure or Cancellation of Classes*.

Dual Credit Classes

10. If a faculty will be absent from a dual credit class, s/he ensures the Secondary School Liaison and the Manager, Dual Credit Operations is contacted giving as much notice as possible (preferably a minimum of 2 hours prior to the start of class). S/he will advise the Manager, Dual Credit Operations of the reason for the absence and will record their absence as outlined in step 8.
11. The faculty, in collaboration with the Manager, Dual Credit Operations will work with the Secondary School Liaison to reschedule the class.

Related Documents

- HR Procedure, *Employee Attendance at Work and Remuneration in Situations of College/Campus Closure or Cancellation of Classes*

Appendices

None

Monitoring of Operating Procedure

Next Review: 2017

Responsibility of: *Vice-President Academic*

Procedure Review Summary:

Section and Month date, year
Section and Month date, year

Person/Department/Committee
Person/Department/Committee