

At its meeting of March 16, 1992, the Academic Senate approved the following Policy Recommendation presented by David McNeil for the Professional Standards Committee.

**Direct Instructional Obligations
Policy and Procedures**

Policy

It is the normal obligation of a faculty member to meet each of his/her classes at the scheduled time and place and to present or have presented to the class material appropriate to the stated subject matter. A faculty member who fails to meet or so instruct a class without justification may be (a) formally reprimanded and/or (b) officially reported as absent for payroll purposes and be docked all or part of the day's pay accordingly. Repeated failures may be the basis for disciplinary proceedings leading to suspension, demotion or dismissal.

Failure to comply strictly with the prescribed schedule or to present the usual material in the usual way may be justified in terms of instructional innovation or experimentation. Such failures may also be justified by special considerations of a personal or professional nature. In all such cases faculty members should get approval from the department chair well in advance, when planning to depart from the published schedule or when contemplating substantial departures from the usual materials. For planned absences from instructional assignments, faculty members shall provide the chair advance notice of the personal or professional considerations which result in the absence and of the measures taken to satisfy instructional obligations in substance. As a general rule, there should be no loss of salary or other sanction unless such failures have resulted in a loss to the student or to the University of some part of the faculty member's time and efforts to which they are entitled. (Justification under this statement does not prevent a charge against sick leave where the failure results from any cause for which sick leave is available.)

Procedures

A complaint that a faculty member has failed to meet her/his instructional obligations (as defined above) should be made or referred to the department chair. The chair should consult with the faculty member named and, if appropriate, investigate more widely. After the chair has investigated and determined that a substantial unjustified failure to meet instructional obligations did take place, the chair shall summarize his/her findings and shall recommend in writing appropriate sanctions to the appropriate administrator (usually the dean). This summary and recommendation shall be provided to the faculty member and shall include notice that s/he has seven days from the date of the notice to respond or rebut to the administrator. The administrator may issue an oral or written reprimand in accordance with Article 18 of the CSU/CFA Agreement and/or may recommend a pay dock to the Academic Vice President. In cases of repeated failures, the administrator may recommend to the President via the Academic Vice President, that appropriate disciplinary action be initiated in accordance with Article 19 of the CSU/CFA Agreement.

ACTION BY THE UNIVERSITY PRESIDENT: Approved by President J. Handel Evans on March 19, 1992.