



MEMORANDUM

To: Julio Frenk
University President

From: Linda L. Neider
Chair, Faculty Senate

A handwritten signature in blue ink, appearing to read 'L. Neider', is written over the 'From:' line.

Date: April 22, 2021

Subject: Faculty Senate Legislation #2020-93(D) – Guidelines for Determining Methods of Instruction and Rights and Policies Regarding Make-up Material for Students with Excused Absences to Supplement the *Faculty Manual*.

The Faculty Senate, at its April 21, 2021 meeting, had no objections to adopting the following guidelines to clarify faculty teaching modality rights and policies regarding the make-up of material for students with excused absences.

The proposal is enclosed for your reference.

This legislation is now forwarded to you for your information.

LLN/rh/va

cc: Jeffrey Duerk, Executive Vice President and Provost
Scotney Evans, Chair, ad hoc committee; Associate Professor, Ed. And Human Development
Ana Francois, Committee Member, Assistant Professor Professional Practice, School of
Communication
George Gonzalez, Committee Member. Professor, College of Arts and Sciences
Carmen Presti, Committee Member, Assistant Professor of Clinical, School of Nursing and
Health Studies

Proposed Class D legislation

Proposed March 24th, 2021

Committee: Carmen Presti, Ana Francois, George Gonzalez, and Scotney Evans

Committee charge: *to draft a policy to clarify faculty teaching modality rights and policies regarding the make-up of material for students with excused absences.*

1. Rights and Policies regarding methods of instruction

Section B1.4 of the Bylaws states that:

Decisions over matters in Category II are made by well-defined groups of faculty members convened in formal meetings that include the presence of, or the referral to, an academic administrative officer to provide an opportunity for academic leadership. It is generally expected that decisions made on these matters by such faculty groups will prevail. These include curriculum matters, either University-wide or in existing departments or schools, such as: course content, level and prerequisites; requirements for and approval of candidates for degrees; requirements for honors; standards for academic probation; attendance requirements; and placement tests.

In addition to the above policy, the Faculty Senate adopts the following guidelines regarding responsibility for determining methods of instruction:

The faculty, through their formal departments in departmentalized schools and colleges (or schools in non-departmentalized schools), have authority for such fundamental areas as curriculum, subject matter, and methods of instruction. In the event of unforeseen circumstances which make a specific course unable to be delivered as originally planned, faculty, through their formal departments or schools, will be solely responsible for determining the method of instruction most appropriate for the course within the constraints of departmental/school and program expectations, accreditation/certification requirements, and public safety guidelines. A referral to an administrative officer may be required by the department and/or school/college prior to determining the appropriate method of instruction. In the event of a major campus emergency or campus closure, any university-wide decisions about temporary adjustments to teaching modality should involve consultation between faculty and administrators and require formal agreement by the Faculty Senate.

2. Rights and Policies regarding on make-up of material for students with excused absences:

In addition to section B1.4 of the Bylaws described above, section B1.2 of the Bylaws states that:

Some decisions (Category I) are made by individual faculty members or by formal or informal groups of faculty members without the necessity of referral to administrative officers or other faculty groups.

Further clarifying matters in category 1, B1.3 of the Bylaws states that:

Matters in Category I are generally characterized as those affecting relations between an individual or a single class of students with an individual faculty member or a group of faculty members teaching in a single course. These include such matters as class examinations and assignments, academic counseling, and the awarding of grades.

The Attendance Policy (351) under Academic Regulations in the Faculty Manual also states that:

Regular and punctual class attendance is vital for all students. Each faculty member shall announce during the first meeting of a class, or include in the syllabus or course requirements document for that course, the penalties for non-attendance and for missed assignments and examinations, since these vary.

It is the student's responsibility to know the faculty member's policies regarding examinations, penalties for absences, and late or missed work. (p. 167)

In addition, it states that:

Faculty members in undergraduate programs must allow students absent for University-approved reasons the opportunity either to make up or be excused from the work missed, without penalty. (p. 167)

The Religious Holiday Policy (361) also states that:

Any student absent from class in observance of a religious holy day shall not be penalized in any way for an examination or assignment missed during the period of absence. Absence in observance of a religious holy day does not relieve students from responsibility for any part of the course work required during the period of absence. Students who are absent on days of examinations or class assignments shall be offered a reasonable opportunity to make up the work without penalty, if the student previously arranged to be absent. Nothing in this policy shall preclude faculty members from limiting the number of student absences to a reasonable number of absences for any reason. The faculty member has discretion to determine how the make-up obligation will be fulfilled. A faculty member who penalizes a student contrary to these provisions may have committed unprofessional conduct, and thus may be subject to a complaint to the COMMITTEE ON PROFESSIONAL CONDUCT under the provisions of Section B4.10 of the Faculty Manual. (p. 169)

In addition to the above policies, the Faculty Senate adopts the following guidance regarding make-up of material for students with excused absences:

Individual faculty members will be solely responsible for determining the method(s) by which students can make-up missed lectures and/or assignments.