

COMMUNITY COLLEGE OF DENVER

Title: Faculty and Instructor Absence Guideline

Guideline #: INST-29

Approved: April 28, 2021

References: [Credit to Contact hour crosswalk](#)
[Faculty Handbook](#)
[Adjunct Roles and Responsibilities](#)
[FMLA](#)

Approved By: Dr. Marielena DeSanctis, President

1. Purpose

This guideline documents the requirement that all academic classes meet for the required contact minutes even in the event of a faculty/instructor absence, snow cancellation, or other unexpected cancellation of class. Issues related to sick leave pay should be addressed in [State Board policy 3-60](#).

2. Applicability

This guideline applies to all faculty/instructors who teach credit courses with CCD, with the exception of hourly-paid clinical instructors.

3. Definitions

Contact minutes – Refer to the [Credit to Contact hour crosswalk](#). This document shows the mandatory in-class time a faculty member/instructor must spend engaged in instructional activities with their students.

Clinicals- Instructional activities conducted by faculty requiring student participation, experimentation, observation or practice. An academic lab or clinical experience is a hands on educational exercise that reinforces and deepens the content in a subject of study. Faculty must have direct oversight with this instructional activity, the faculty member is present at all times and engaged in assessing the work done by the student. It is appropriate for a Coordinator to set up these lab/clinical experiences.

Instructor of Record - CCD hires faculty/instructors based on their qualifications to teach at the college level in their discipline. As required by HLC, the instructor-of-

record must engage in “real and sustained interaction” with the students, and are the only people qualified to grade class materials.

Real and sustained interaction.

- For synchronous learning this involves being present during all class periods for the full class, and being available for student inquiry outside of class.
- For asynchronous learning this requires that grades are updated and made current at least every two weeks, email and voicemail is checked every 48 hours and responded to in a reasonable timeframe, and learning materials are available when the student needs them for their learning.

Substitute Teacher – Must either have passed a background check or be accompanied by someone who has passed. They are not an instructor-of record. They cannot grade course materials and do not need to meet our qualification requirements.

4. Guideline

Short Absences

CCD expects that faculty/instructors will meet all class seat-time requirements for the fully scheduled part of term in the modality agreed upon by the department.

In the event of a cancellation, a message must be posted to students on the D2L Homepage for the class. This communication should be made as soon as possible, but no later than three hours prior to class start time unless there is a verified emergency. In a later-verified emergency, the office manager, chair, or dean will post a message to D2L as well as posting a sign on the classroom door notifying students of the cancelled class.

Instructors and faculty members should encourage students to download the D2L phone app so that messages of this nature show as pop ups from D2L.

If a faculty member/instructor will miss a class or a portion of their teaching, they must inform the chair, dean, and office manager of that absence as soon as possible. For synchronous courses, that notification should be no later than three hours prior to the class unless there is a verified emergency.

- Faculty must record their absence as sick leave.
- Instructors should take sick leave when ill and will be paid based on their accrued sick time.

- Instructors teaching at a high school must also let the CCD department know who at the high school will be the substitute in the classroom, and who at the high school CCD can speak to for further information.

The faculty member/instructor must also provide to the dean, chair, and office manager how they would prefer the instruction to be provided for the missed class(es).

- Provide an alternative delivery instruction method through our Learning Management System (D2L),
- Request for a substitute to be determined by the department,
- Instructors teaching at the high school can provide the lesson plan(s) to their substitute teacher.

The department will work with the faculty member/instructor on the instructional option that will be adopted.

This alternative method of instructional delivery must be provided for any class cancellation including absences, snow cancellations, or other class cancellations irrespective of who determines the need for the class cancellation (faculty/instructor, executive leadership, AHEC, emergency circumstance).

If the alternative instruction is not provided, the chair or other designated faculty/instructor will be required to create alternative instruction for the missed minutes.

Longer Absences

Due to the requirement that classes be taught by qualified faculty or instructors who engage in real and sustained interaction with students, substitute teachers can only be used for short absences defined at three consecutive days or 10% of the total part of term – whichever is shorter. There are parts of terms for which there are no short absences. Longer absences require either that the chair and dean determine and appoint another qualified faculty member or instructor, or that the instructor-of-record can provide an alternative delivery method for the lost time.

For faculty/instructors who are experiencing family medical leave (FML) event(s), please refer to the Human Resources department at CCD for further guidance.