Professional Leave From Classes

Academic Policy 9-2009
Effective: August 1, 2009

When filing travel requests for off-island/out-of-state conferences, meeting, or other professional activities, faculty are to seek the approval of their department chair as to how their courses will be covered. Faculty are not to cancel classes or to send students to do independent work, since all courses are required to offer a specified number of “contact hours.” Appropriate class coverage could include having a faculty colleague proctor an exam or in-class writing assignments, show films, or conduct discussions; posting a podcast lecture on-line or providing a videotaped lecture; inviting a guest lecturer; formally scheduling a library instructional session, etc.