

RINKER SCHOOL FACULTY SUBSTITUTION AND CLASS CANCELLATION POLICY (08/16/01)

The Faculty of the Rinker School are recognized as among the most active academics in the construction education industry. Given the scheduling of meetings, committee memberships, continuing education courses, presentations, conferences, etc... there will be occasions when a faculty member will be forced to miss class meeting times. If an event is known in advance then the faculty member should make arrangements to have the class taught by another person. Cancellation of the class should be done only as a last resort. Such dates may be ideal for administering exams or having guest speakers. When a conflict is discovered, the faculty member should notify school administration of the dates that the faculty will be missing, along with the planned activities for those dates (ie.. administering exams, guest speakers, student project work days, library research, substitute faculty, etc...). For undergraduate classes this written notification should be provided to the Associate Director at least two (2) weeks prior to the date the class will be missed / cancelled. For a graduate class, provide the written notification to the Director of Graduate Programs at least two weeks prior to the date.

In the event that it is necessary to cancel a class meeting due to an illness or unplanned event the faculty member should notify the office not later than 8:00 am on the day of the unplanned absence, by either speaking to a staff member or by leaving a voice mail message. When notifying the BCN office, please let them know if it is at all feasible for someone to “cover” your class in your absence. If at all possible, the School will try to cover your course during this absence with another faculty member or graduate student.