

Department of Anthropology

Teaching Responsibility when Travelling Policy

Policy Statement

The Department of Anthropology's Teaching Responsibility when Travelling Policy incorporates the college requirements as stipulated in the College of Sciences Teaching Responsibility when Travelling Guidelines. This policy applies to all instructors of record (faculty, graduate teaching associates, and adjuncts).

Teaching Responsibility when Travelling Requirements

To support student success, it is crucial that all classes are instructed as scheduled, including the following: (1) instruction takes place for all class meetings scheduled during the entire length of the semester; (2) that the modality indicated on the course schedule is unchanged; and (3) that the listed instructor(s) of record teaches the class and is responsible for student learning. We recognize that, at times, research or service responsibilities may conflict with scheduled classes. Hence, this department policy provides guidance for all classes taught in the department so that student learning is not adversely affected by travel.

Teaching Responsibility when Travelling Specifics

- Classes and scheduled office hours cannot be cancelled while travelling for professional or personal reasons. However, it is permissible to reschedule office hours.
- If instructors cannot be present to teach a scheduled class due to travel, they must seek advance Chair approval for how they will cover the class in a way that contributes to course syllabus learning outcomes. Class coverage is part of the UCF travel approval process (TAR approval process).
 - Coverage options include:
 - Having another faculty member or GTA assume teaching responsibilities.
 - Having a Chair-approved guest lecturer cover the missed class is permitted if the presentation adheres to the course syllabus learning outcomes.
 - Creating a Chair-approved alternative activity for the missed class meeting.
 - Receiving Chair approval for a modality change to allow remote synchronous instruction for a scheduled non-virtual class.
- While it is expected that no more than one week of instruction per semester will be missed due to travel for professional or personal reasons, exceptions can be approved by the Chair.
- Instructors of record are expected to continue to teach their asynchronous classes or class portions while traveling.

Approved by Department Faculty: February 15, 2024

Approved by COS: April 3, 2024