

**Teaching Responsibility when Traveling Policy**  
**Department of Biology – University of Central Florida**  
**(effective August 2024)**

**Introduction:**

The Department of Biology has student success as one of its priorities. To support student success, it is crucial that all classes are instructed as scheduled, including the following: instruction takes place for all class meetings scheduled during the entire length of the semester; that the modality indicated on the course schedule is unchanged; and that the listed instructor(s) of record teaches the class and is responsible for student learning.

The Department acknowledges that, at times, faculty members' research or service responsibilities may conflict with scheduled classes. Faculty travel should be of benefit to UCF and student learning should not be negatively impacted; the integrity of classes should be maintained. If instructors cannot be present to teach a scheduled class due to travel, they must notify the Chair in advance and seek approval for covering the class; for business travel, class coverage must be part of the travel approval process. Classes must not be cancelled.

Exceptions to this policy must be approved by the Dean, College of Sciences.

**Statement:**

All instructors of record including tenured, tenure-earning, all ranks of instructors/lecturers, adjunct faculty, and graduate teaching associates, are expected to be present for all class meetings of their assigned courses that include a synchronous component whether that class is taught in-person or remotely. Furthermore, the scheduled modality of the assigned course cannot be changed by the instructor.

An instructor of record may occasionally be unable to be present for a scheduled class meeting for professional (i.e., conference attendance) or personal reasons. If an instructor of record cannot teach a class due to absence for professional or personal reasons, the Chair must be notified in advance of the expected absence. The instructor of record will work with the Chair, or their designee, to seek a solution to cover the class meeting in a way that contributes to the stated learning outcomes of the course. This may include asking another faculty member to substitute for them or creating a reasonable alternative activity (including an online activity) for the missed class meeting. While it is expected that no more than one week of instruction per semester will be missed and covered as outlined above for professional or personal reasons, exceptions can be approved by the Chair. For professional travel, an approved alternative coverage for classes scheduled to meet during the faculty member's absence should be part of the travel approval process and reflected on the syllabus, if practical.

Instructors of record are expected to continue to teach their asynchronous classes or class portions while traveling.