

## NSCM Teaching While Traveling Policy

Student success is a priority of UCF and Nicholson School of Communication and Media (NSCM). 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 College of Sciences 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 personal travel, they must notify the director in advance and seek approval for covering the class. When the travel is for business or professional purposes, covering the class must be part of the travel approval process. [***This information should be provided when the Travel Pre-Authorization Request Form is completed and approved by the Program Area Associate Director.***] Classes must not be cancelled.

The following policies govern faculty in NSCM:

- 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.
- The scheduled modality (web, mixed, or in person) of the assigned course cannot be changed by the instructor. Instructors are expected to indicate on the syllabus when the class is to meet (in-person or remotely) so that students may plan when they are expected to meet with their instructor of record.
- If an instructor of record is unable to be present for a scheduled class meeting for professional (e.g., conference attendance) or personal reason, the director must be notified in advance of the expected absence. The instructor of record will work with the director, 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, which may include asking another faculty member to substitute 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 course) per semester will be missed and covered as outlined above for professional or personal reasons, exceptions can be approved by the director.
- 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.

Approved March 15, 2024