

UCF Department of Physics
Traveling While Teaching Policy

Approved by Physics Faculty February 5, 2024

This policy supplements UCF regulations, policies, and procedures related to employee travel. Faculty may have research or other professional obligations that require travel that results in faculty not being able to attend their assigned classes. Classes must be offered as scheduled and in their scheduled modality. Instructors may not cancel, reschedule, or change the modality of a class without approval of the department chair. If faculty cannot be present to teach a scheduled class due to travel, they must notify the department chair as soon as they are aware of the conflict and request approval for a plan for covering the class. The class coverage plan must be included in the travel approval request.

All instructors of record, including tenured, tenure-earning, all ranks of instructors/lecturers, adjunct faculty, and graduate teaching associates (hereafter: IOR) 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.

When an IOR cannot teach a class due to absence for professional or personal reasons, the department chair must be notified in advance of the expected absence as early as possible. The IOR will work with the department chair to seek a solution to cover the class meeting in a way that contributes to the stated learning outcomes of the course. Acceptable examples of coverage include the following: class taught by a qualified faculty colleague; class taught by an external guest expert; or class taught remotely and synchronously by the IOR with a colleague or graduate student present in the classroom to assist students. 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.

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 department chair. Faculty should notify the department chair of known or anticipated travel to meet research requirements and provide justification for absence from instruction as early as possible. They should plan their courses accordingly (e.g. scheduling mid-terms during planned absences if appropriate for the course schedule and making early arrangements for course coverage as described above) so that their travel approval includes a course coverage plan.

Missing a single class in which the only scheduled activity is a scheduled exam with no instruction from the IOR is not considered to be missed instruction.