

Department of Psychology

Teaching Responsibility when Travelling Policy

(approved by faculty vote in Psychology Faculty Meeting on 01 March 2024)

Introduction:

The Department of Psychology 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 also acknowledges that at times, faculty members' research or service responsibilities may conflict with scheduled classes. Faculty travel should be of benefit to UCF, student learning should not be negatively impacted, and the integrity of classes should be maintained. If instructors cannot be present to teach a scheduled class due to travel, they must notify the Psychology Department 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.

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 on occasion be unable to be present for a scheduled class meeting for professional (for example, conference attendance) or personal reasons. In the event that an instructor of record cannot teach a class due to absence for professional or personal reasons, the Psychology Department Chair must be notified in advance of the expected absence. The instructor of record will work with the Psychology Department 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, which may include asking another faculty member to substitute or create 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 Psychology Department 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.

Any exceptions to the guidelines described in this policy must be approved by the Psychology Department Chair and the Dean of the College of Sciences.

Approved by College of Sciences, April 3, 2024
Effective 2024-2025 Academic Year