

**Department of Statistics and Data Science**  
**Teaching Responsibility when Travelling Policy**  
(Approved on 04/03/2024, Effective on 08/08/2024)

Any instructor of record (tenure or tenure-earning positions, instructors/lecturers, adjunct faculty, or graduate teaching associates) is expected to be present for all class meetings in any assigned course in the proper modality. The modality cannot be changed by the instructor of record.

For face-to-face courses or synchronous online courses, if an instructor of record is not able to meet due to a professional event or due to personal reasons, classes cannot be cancelled. The following must be completed by the instructor:

- They must notify the department chair in advance of the absence.
- They must also seek a solution to cover the class meeting that contributes to the learning outcomes of the course. This includes, but is not limited to:
  - Having another instructor cover the course,
  - Creating an alternate activity covering concepts in the missed class,
  - Having a virtual class meeting.
- If the absence is for a professional event (business travel), the alternate coverage must be documented in the travel approval process and approved by the Department Chair.

It is expected that no more than 1 week of classes will be missed for professional or personal reasons. The department chair can approve exceptions, if needed.

For asynchronous courses, instructors of records are expected to continue to teach their courses while traveling.