

Class Coverage When Traveling

Policy

Department of Mathematics

August 12, 2024

The department will follow the college's Teaching Responsibility While Traveling Guideline and implement the following practices which have been in place informally in the department.

1. All university related faculty travel requests must be submitted using the COS TPA (Travel Pre-Authorization) form and must be approved by the Chair.
 - a. Fill out the COS TPA form which includes a plan for missed responsibilities including class coverage.
 - b. Once the TPA form is completed, you need to seek approval:
 - i. if funding is needed from grants or the department/college/university then you should submit the form either to the Chair or to the SET staff/Workday,
 - ii. or, if no funding is needed then you should submit the form for Chair's approval and the Chair will keep it in the department for the record.
2. All course coverage plans for assigned teaching while faculty are travelling must be approved by the Chair.
3. Class coverage plan: The traveler is encouraged to arrange class coverage with colleagues or qualified GTAs. If make-up classes, remote instruction, or recorded lectures will be part of the plan, please communicate the arrangement clearly to all students in the class. The proposed class coverage plan needs the prior approval of the Chair as part of the travel approval process. In the case when the travelers could not make the class coverage arrangement, the faculty will work with the Chair to come up with a plan prior to travel approval since all class coverage plans must be approved by the Chair. 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.