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## ASUN Operating Procedure – 2010

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### Operating Procedure Synopsis

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**Title:** Faculty Absence and Class Cancellation Policy

**Approval Date/Revision Date(s):**

**Review Date(s):** 9/2017, 2/2019, 2/2020, 2/2021, 2/2022, 2/2023, 3/2026

**Executive Cabinet Liaison:** Provost/Vice Chancellor for Academic Affairs and Student Affairs

**Responsible Manager:** Academic Dean or Designee

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### A. Purpose and Scope

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This operating procedure establishes the responsibilities for faculty members regarding absences. This covers absence due to illness, inclement weather, and professional travel, as well as class cancellations. Departments/individuals involved in the fulfillment of this operating procedure include Academic Affairs, Academic Deans, Department of Safety, and Designees.

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### B. Definitions

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**Inclement Weather:** weather that is deemed to be potentially hazardous for conducting normal ASUN business hours and class schedules as well as travel.

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### C. Procedures

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1. In the event that the Chancellor, in consultation with Executive Cabinet members and the Physical Plant on each campus, determines to close one or more ASUN campuses for the reason of inclement weather, faculty members will be informed via the ASU-Newport notification system, the ASUN website, and/or other appropriate means of electronic communication.
2. In the event of campus closings due to inclement weather as designated by the Chancellor, faculty members will notify students enrolled in their courses of any requirements or assignments due upon their return to classes via an announcement in the course LMS, email, and/or other appropriate means of electronic communication.
  - a. Online courses will still be conducted in the event of a campus closure; however, faculty members are advised to take into consideration potential circumstances caused by extreme or hazardous weather such as power, phone service, or internet outages.
  - b. Assigned work outside of class during a campus closing is at the discretion of each individual faculty member; however, faculty members are advised to take into consideration potential circumstances caused by extreme or hazardous weather such as power, phone service, or internet outages when assigning such work.
  - c. Faculty members should advise students via the course syllabus of the correspondence methods and expectations during the event of an inclement weather closing.

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

3. In the event that inclement weather occurs in the region and does not result in an ASUN campus

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closing, faculty members are advised to practice good judgement wherein personal safety is concerned.

- a. If a faculty member should determine that it is unsafe to travel to and/or from their assigned campus and, therefore, determines that they cannot meet a class during the scheduled day and time, the faculty member should notify the appropriate Academic Coordinator and/or Academic Dean or Designee. If the academic coordinator and the Dean are unavailable, please notify the Office of the Provost.
  - b. It should be noted that leave time may be deducted in the event a faculty member is absent due to inclement weather while ASUN campuses remain open.
  - c. Upon notification of absence during the scheduled day and time, the faculty member should indicate any special instructions or notifications to be delivered to students on site; however, the faculty member should also correspond any instructions, assignments, or requirements to be completed by students during their absence via the course LMS, email, and/or other appropriate means of electronic communication.
  - d. The faculty member is expected to return to campus as soon as the faculty member, in their best judgement, determines it is safe to travel to and/or from their assigned campus.
4. In the event that there are absences due to illness and travel, the following should be observed.
- a. In the event of faculty absence, faculty should first notify their division dean and academic coordinator. If the academic coordinator and the Dean are unavailable, please notify the Office of the Provost.
  - b. Faculty should contact students to notify them of the plan for the day. This can include
    - i. a substitute for the class
    - ii. an online activity for the class
5. In the event that an incident occurs in the classroom that a faculty member feels creates an unsafe environment for students, faculty, or staff, the faculty will follow the following procedure:
- a. Contact campus security to notify them of the incident and ask for assistance.
  - b. Work with campus security to complete a Campus Incident Report.
  - c. Contact the division dean to notify them of the incident. The executive cabinet should also be notified.
  - d. In consultation with the dean:
    - i. Continue class if the environment is deemed safe.
    - ii. Cancel class if the environment is considered unsafe.
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#### **D. Related Information**

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Please refer to Standard Operating Procedure 1004 Campus Building Closure available at:  
[https://files.asun.edu/sops/1000/1004\\_Campus\\_and\\_Building\\_Closures.pdf](https://files.asun.edu/sops/1000/1004_Campus_and_Building_Closures.pdf)

The Campus Incident Report Form can be accessed at:  
[https://arkansasstateuniversity-djaki.formstack.com/forms/campus\\_incident\\_report\\_form](https://arkansasstateuniversity-djaki.formstack.com/forms/campus_incident_report_form)