

## UMKC CONSERVATORY FACULTY ABSENCE POLICY

All instructional faculty and staff are expected to meet each scheduled class/rehearsal/lesson and provide scheduled instruction as assigned on a regular basis during each week of each 15-week semester. Professors will submit their semester's teaching schedule to their Division Chair by the end of the first week of classes. On occasion, for reasons other than illness, religious observances, or emergencies, faculty may be absent from regularly scheduled classes and lessons for professional activities.

A faculty member's work is defined by their teaching, professional activities, and service. Indeed, members of the UMKC Conservatory faculty have always been encouraged to accept professional engagements provided that assigned teaching duties can be carried out satisfactorily. A reasonable amount of such activity is expected in accordance with the criteria for reappointment, promotion, and tenure. Additionally, activities of this type are reported as part of annual faculty review procedures. These activities are typically scheduled to avoid missing regularly scheduled instruction. On occasion, this is not possible.

All full-time faculty who plan to be away from Kansas City or absent from assigned duties (i.e. classes, rehearsals, lessons, committee service, meetings) during their contracted period of work are required to inform their Division Chair and Dean through the Faculty Professional Activity Form. They must follow these procedures:

- The total number of days away from Kansas City or absent from assigned duties for any given semester should not exceed 15 weekdays.
- If additional days beyond the allotted 15 are needed for professional development/research, the faculty member may request a meeting with their Division Chair and Dean to petition for additional time.
- Absences that exceed two *consecutive* weeks must be discussed in advance with the faculty member's Division Chair and the Dean. Further, it is necessary to discuss any proposed absence as early as possible to ensure that suitable arrangements are made, guaranteeing that students receive the kind of instruction to which they are entitled. In some instances, this may require making appropriate arrangements to have other instructional faculty with the necessary qualifications and training provide the scheduled instruction.
- Faculty are responsible for covering missed classes, lessons, and rehearsals. In the event that replacement compensation is needed, it should be discussed among the faculty member, Division Chair, and the Dean, and any arrangements formalized in writing and kept in the Dean's office.
- In the event that the Dean or Division Chair feels that a faculty member is not planning well for covering classes or make-up lessons, the Dean or Chair may require additional information to accompany the absence form.
- Please note that applied music faculty are expected to be in attendance at all audition days. Requests to be absent from an audition day must be approved by the Dean prior to September 15 of the academic year.

A Faculty Professional Absence Form must be submitted for these purposes. There is an additional step required if a faculty member receives travel funding support. In those instances, it is important that you complete a Pre-Travel Authorization at the university level. Travel Authorization forms are submitted at <https://net3.umkc.edu/intapps/travelrequest> and must be completed and approved at least two weeks before travel. Failure to do so could result in delay in reimbursement and lead to questions as to whether your absence from campus was related to your employment or whether University insurance coverage would apply in the case of an accident.

For faculty applying for travel funding support, requests should be submitted by September 15 of the fall semester and by January 15 of the spring semester for full consideration. Later requests may be considered in extenuating circumstances, but available funds may be encumbered by earlier requests.

The Dean's office will respond to faculty absence requests within two weeks of submission.