

## AHC POLICY REGARDING PRESENCE ON CAMPUS

### Policy Contents

- ❖ Policy Statement
- ❖ Reason for Policy
- ❖ Procedures
- ❖ Forms/Instructions
- ❖ Additional Contacts
- ❖ Related Information

#### About this policy:

**Effective Date:** 10/11/06

Revision History:

**Responsible AHC Officer**

Senior Vice President for Health Sciences

**Policy Contact**

Terry Bock

### Policy Statement

---

The following guidelines have been adopted to regulate absence from the campus for reasons other than approved leaves or absences. These guidelines address and document unusual circumstances in which faculty need or desire to be absent from the campus for days or weeks at a time for reasons that fall outside existing policies.

### Reason for Policy

---

Regular and frequent collegial interactions among students, staff, and faculty are essential to maintaining the integrity of the university as a scholarly community, developing a healthy institutional culture, and ensuring the success of the AHC. To meet these goals and effectively perform one's academic duties and obligations, regular faculty presence on the University campus is necessary.

Occasional absence of faculty from campus is anticipated, due to the multiple and varied responsibilities of faculty members who contribute special expertise to professional, corporate, and public communities, thereby assisting in fulfilling the University's education, research, and service missions. However, faculty should not be absent to the extent that their ability to meet university or college obligations or the functionality of their unit is compromised.

Extended absence of faculty can have negative effects on students, fellow faculty members, the department, the college, and the Academic Health Center as a whole.

## Procedures

---

1. Faculty who need or desire to be absent from the campus over any extended period of time (other than in relation to approved leaves or absences as listed below) must submit a request in writing or by electronic mail to their department head detailing the reasons for the proposed period of absence from campus, the dates of the absence, and the activities to be conducted during the absence. Requests must be submitted in advance of the period of absence for written approval by the department head. (The exact amount of advance notice required is set at the unit level.). For an absence longer than ten (10) business days, approval must also be granted by the dean.
2. Exceptions. The following approved leaves and absences, each governed by applicable policy or practice, are excepted from these guidelines:
  - a. Documented vacation time and sick leave.
  - b. Approved faculty developmental leaves.
  - c. Approved family or personal leaves with or without pay.
  - d. Approved medical leave.
  - e. Approved leaves governed by state or federal law.
  - f. Attendance at professional meetings provided the person you report to has been notified.
  - g. Approved consulting within the scope of the consulting policy.
  - h. Telecommuting arrangements, consistent with the guidelines of the Office of Human Resources and approved by the department head.
- 3) Violation of this policy may result in disciplinary action.