



UO Comparative Literature Department

## ATTENDANCE AND PLANNED/UNPLANNED ABSENCE POLICY FOR COLT GTFs

Your GTF contract begins on September 16 and runs through June 15. During that time, you are expected to meet all of your obligations as a GTF. These obligations include:

- **Attending COLT Orientation (week 0 of Fall term)**
- **Teaching all your assigned classes**
- **Holding posted, weekly office hours<sup>1</sup>**
- **For teaching assistants: attending lecture and regular weekly meetings with the Instructor of Record (you and the Instructor should come to agreements about these matters before the start of classes each term)**

Focused and professional undergraduate teaching/mentoring is a core mission of the Comparative Literature Department and of the College of Arts and Sciences. Canceling a class or session of office hours is strongly discouraged.

If you *must* miss a class or a session of office hours, it is absolutely essential that you notify the department. Please follow the below-listed procedures:

### **Planned absences:**

**Approval for planned absences is not guaranteed.** If your absence is approved, either your Instructor of Record or the Director of Pedagogy will work with you to design an appropriate solution. **Note that *monitored writing assignments and film screenings are not appropriate substitutes for scheduled instructional content.***

- **If you must be absent from office hours:** Approval must be obtained by the Director of Pedagogy and (as relevant) by your Instructor of Record as soon as possible and *no later than two weeks prior* to your planned absence. Contact your Instructor of Record or the Director of Pedagogy in writing, copying the COLT office. Describe the situation and the dates of your planned absence. It is expected

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<sup>1</sup> Instructors are required to hold a minimum of three office hours per week; teaching assistants must hold a minimum of one office hour per week (however, for TAs the precise number of office hours should be determined in consultation with the Instructor of Record.)

that you will schedule extra office hours before and after the dates of your absence, in order to accommodate your students.

- If the absence is from your own course: Approval must be obtained by the Director of Pedagogy as soon as possible and *no later than two weeks prior* to your planned absence. Contact the Director of Pedagogy in writing, copying the COLT office. Describe the situation and the dates of your planned absence.
- If the absence is from a course in which you are a teaching assistant: Approval must be obtained from both the Instructor of Record and the Director of Pedagogy as soon as possible and *no later than two weeks prior* to your planned absence. Contact the Director of Pedagogy in writing, copying the COLT office. Describe the situation and the dates of your planned absence.
- **By University policy, make-up classes cannot be required.**

### **Unplanned absences:**

By nature these are last-minute, and you may be under considerable duress. Nonetheless, as soon as you become aware of the need to cancel the class/office hours, **it is essential that you notify the COLT office, the Director of Pedagogy, the Instructor of Record (if applicable), and your students.**

In addition, to the extent that you are able, make every reasonable effort to cover the class. For example:

- Develop a lesson plan and arrange to trade sections with a fellow GTF (seek the approval of the Director of Pedagogy and/or the Instructor of Record, as relevant)
- Prepare a structured Blackboard “Discussion” (do your best to get approval of the assignment from the Director of Pedagogy)

3/6/2012