

From: David Johnson
To: Chairs
Date: 3/31/04 4:31PM
Subject: Class Coverage

Dear Chairs: Please consider this your annual, friendly reminder about completing travel requests properly. Our travel request form requires that faculty members stipulate how classes will be covered during the absence from campus. The Faculty Handbook states that it is the responsibility of the instructor and chair to ensure "that appropriate arrangements to continue the scheduled classes are made." Please make sure that requests from faculty members in your department are in compliance prior to submitting them to my office.

Perhaps some examples of recent inappropriate arrangements might be helpful:

- "Classes will be cancelled."
- "Students will be instructed to go to the library."
- "Students will study on their own."

The following arrangement is border line: "Students will complete an out of class assignment in lieu of the missed classes." My preference would be for the faculty member to report coverage that is more clearly equivalent to a normal class period, e.g. guest lecture, proctored test, a film shown during class period, etc.

Thanks for attending to this detail.

G. David Johnson, Dean
College of Arts and Sciences
University of South Alabama
Mobile, AL 36688
251-460-6280 (voice)
251-460-7928 (fax)

G. David Johnson, Dean
College of Arts and Sciences
University of South Alabama
Mobile, AL 36688
251-460-6280 (voice)
251-460-7928 (fax)