

Department of Philosophy

Policies on Absence from Teaching Responsibilities

1. Other resources

For detailed university policies, please see:

The Faculty Manual
USC Policies and Procedures

<http://www.sc.edu/policies/facman/fmhome.html>
<http://www.sc.edu/policies/indxtabl.html#BUSA>

You should be familiar with these policies and abide by them.

2. Departmental Procedures

If you know in advance that you will be unable to teach a class due to a professional commitment or medical leave, it is your responsibility to find somebody to cover your class and report this information to the Business Manager. A simple email reporting the date(s) of absence and who will cover the class is sufficient.

If you are unable to teach due to a last-minute emergency or illness, you should contact the Chair and the Business Manager to let them know. You should also attempt to find somebody to cover your class. If you are unable to do so, please let the Chair and Business Manager know. Do not cancel your class. If you do not hear back from either the Chair or Business Manager, please contact the main office and ask a staff person to report to your class and explain to the students that the class is cancelled due to illness or emergency.

3. Helping out

Please try to be generous when others need a class covered. It is not necessary to teach the scheduled material if you are unable to do so effectively. Students will also benefit from an ad hoc discussion of other philosophical issues. For example, you could take the opportunity to introduce students to your own area of expertise, or an area in which you plan to teach in the upcoming semester. *Any* serious philosophical discussion is preferable to cancelling a class, which should be a last resort.