MEMORANDUM

OFFICE OF THE DEAN OF ACADEMIC AFFAIRS

ULSTER COUNTY COMMUNITY COLLEGE

To:  Full-Time and Adjunct Faculty

From:  Kevin Stoner, Dean of Academic Affairs

Date:  August 17, 2015

Subject:  Guidelines for Cancellation of Classes by Individual Faculty

1.  When it is necessary for any full-time faculty member to cancel class, he/she must call or e-mail the Department Secretary, and Dean of Academic Affairs Office (845-687-5040).  Adjunct Faculty must call or e-mail the Department Secretary.  If you cannot reach the Department Secretary please call the Dean of Academic Affairs office.

Full-time and Adjunct faculty, please include the information below on your message or in your e-mail (this information is used on the Class Cancellation Notice posted on classroom door):

   The Course Name
   Instructor Name
   Day of the Week
   Date of Cancellation
   Time of Class
   Room Number

2.  Full-time faculty must also indicate whether a personal or sick day is being used.  Notification of personal leave must be received within 48 hours in advance of leave time, except in the case of emergencies.

3.  If a full-time faculty member is making up a canceled class or classes, he/she must inform their Department Chair, Department Secretary, and the Dean of Academic Affairs office in writing (so the time made up can be reversed on your record).

4.  Adjunct faculty should discuss the option of a make-up class with the Department Chair.  Adjunct faculty are allowed one hour paid sick leave for each credit hour taught, anymore than this could result in a payroll adjustment.

5.  Cancellation notifications are to be made as early as possible.  If you are taking a prearranged scheduled personal or sick day, notify your students ahead of time.  If
class is cancelled on an emergency basis, use ANGEL/Blackboard or e-mail to notify your students.