

February 9, 2009

DEPARTMENT CHAIRS/PROGRAM DIRECTORS  
DIVISIONAL DEANS

SUBJECT: Requests For Faculty Leaves of Absence During Finals Week

The Committee on Educational Policy seeks to streamline the process for granting faculty requests to be absent from the University during exam weeks. We refer to the existing Policy on Final Examinations:

<http://www-senate.ucsd.edu/committees/cep/policychanges/midterm.htm>

First, a reading of the policy by the CEP at its December 5th 2008 meeting determined that unless a faculty member is the instructor of record, or is mentoring an associate-in who is teaching a class, then no permission is needed from CEP to be absent.

Second, the CEP is sympathetic to the needs of faculty members to travel in association with their work, and will generally approve such absences as long as policy is adhered to. That is, the exam must be given, another faculty member must be available to the students and administer the final exam, and the instructor of record must assign the grades. It is also implicit in the policy that the department chair or program director must seek CEP approval BEFORE the faculty member in question leaves the University. Cases where permission has been denied are usually associated with failure to adhere to the policy, rather than based on a determination of the merits of the absence. Chairs and directors can normally expect absences to be approved if all of the following are adhered to:

- a) The request for an absence is received by the CEP no later than 3 weeks prior to the date of the requested absence
- b) The request comes from the department chair or program director, and is signed by that person.
- c) The request justifies the absence. Bear in mind that the current policy wording is that "the absence of a course instructor cannot be avoided".
- d) The request includes the name and original signature of the designated faculty member, acknowledging the responsibility to be available to students and to proctor the final exam.
- e) A statement that the final exam will be given as scheduled.
- f) The request is not a repeat request for the same faculty and the same reason – standing obligations should be accommodated by restructuring the teaching schedule.

In order to ensure that these criteria are met, the attached form should be used for all requests of absences. This will increase the approval rate and decrease the workload for all concerned.



Steven C. Constable, Chair  
Committee on Educational Policy

cc: D. Donoghue ODAPA  
D. Hamann Graduate Coordinators  
B. Hodgkiss Scheduling Office

## FACULTY REQUEST FOR LEAVE OF ABSENCE DURING FINALS WEEK

Please provide all the information requested. Requests are due at the UCSD Academic Senate Office no later than three weeks prior to the proposed date of the leave or the start of finals week. Please use separate request forms for individual courses.

<b>Instructor</b>	<b>Department</b>
<b>Date(s) of Leave</b>	
<b>Course Number</b>	<b>Course Title</b>
<b>Final Exam Schedule (Date &amp; Time)</b>	
<p><i>NOTE: All UCSD courses must include a final exam unless an exception has been granted for the course by the Committee on Educational Policy (CEP) or the CEP Subcommittee on Courses. If you will not be administering a final exam, please attach a copy the course approval form (which lists the alternate type of final evaluation) to this request. You may request a copy of the form from the Scheduling Office.</i></p>	
<b>Justification for Leave Request</b>	
<b>Faculty Designated to Serve as Proxy</b>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Signature</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Printed Name &amp; Date</b>
<p>Designated faculty member agrees to serve as proxy for instructor for the period of finals week leading up to the final exam, in addition to being physically present to proctor the final exam (as scheduled by the Registrar's Office). Faculty member will be available to answer student questions and concerns until the exam time; the instructor of record is solely responsible for determining and reporting grades.</p>	
<hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <b>Instructor Signature &amp; Date</b>	<hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <b>Department Chair/Program Director &amp; Date</b>