

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE No. 3302

Maintaining Contact Hours

Date Adopted: 1 April 1993

Date Revised: 3 May 2017

Date Reviewed: 3 May 2017

References:

I. Absences for less than two weeks:

A. Non-emergency and Emergency absences:

1. Instructor notifies immediate supervisor of the absence. (If the immediate supervisor is not available, the instructor notifies the dean of academic programs or instructional coordinator/campus dean or director.)
2. Instructor submits a plan for making up the contact hours and associated student learning outcomes.
3. Immediate supervisor notifies the dean of academic programs/instructional coordinator or campus dean/director of the instructor's absence and make-up schedule.
4. The immediate supervisor reports back to the dean of academic programs/instructional coordinator, or campus dean/director when the instructor has provided evidence of completing the make-up schedule. (In the absence of the immediate supervisor, the instructor provides evidence of completing the make-up schedule to the dean of academic programs or instructional coordinator/campus dean or director.)

II. Absences for two weeks or more:

A. Non-emergency absences:

1. Instructor notifies the immediate supervisor of the absence.
2. Instructor designs a plan for making up the contact hours and associated student learning outcomes.
3. The immediate supervisor reviews and approves the plan and submits a copy to the dean of academic programs/instructional coordinator, or campus dean/director.

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4. If the plan includes hiring a qualified substitute instructor, the primary instructor is responsible to compensate the substitute instructor. An agreement must be made in writing regarding the form of compensation for the substitute instructor. This agreement is to be signed by both instructors and filed with the immediate supervisor and a copy is sent to the dean of academic programs or campus dean/director.
- B. Emergency absences for two weeks:
1. The instructor or a representative notifies the immediate supervisor and if possible the instructor provides a plan for making up the contact hours and associated student learning outcomes.
 2. The immediate supervisor ensures that student learning is not interrupted by implementing the make-up plan as submitted by the instructor or in the absence of a make-up plan by substituting it with another pedagogically appropriate alternative.
 3. The immediate supervisor informs the dean of academic programs or campus dean/director.
- C. Emergency absences for more than two weeks:
1. The instructor or representative notifies the immediate supervisor.
 2. The immediate supervisor informs the dean of academic programs or campus dean/director and recommends a substitute instructor.
 3. The substitute instructor must be endorsed by the dean of academic programs or campus dean/director.
 4. Dean of academic programs or campus dean/director recommends the substitute instructor to the Vice President for Instructional Affairs.
 5. The college hires the substitute instructor on a special contract. The substitute instructor is to be paid at the rate of contact(s) hour overload if a full-time instructor or at the part-time instructor rate if not a full-time instructor.
- III. Absences due to college related activities and approved travel to attend conferences or trainings.**
1. Instructor notifies the immediate supervisor.
 2. Instructor designs a plan for making up the contact hours and associated student learning outcomes and submits the plan to the immediate supervisor.
 3. The immediate supervisor reviews and approves the plan and submits a copy to the dean of academic programs/instructional coordinator, or campus dean/director.
 4. If hiring a qualified substitute instructor is required, the college is responsible to compensate the substitute instructor for the contact hour minus preparation time since the primary instructor would have already done the preparation for the course.
- IV. Administrative Leave:** If the reason for the absence is administrative leave, a request must be sent through the immediate supervisor and vice president for instructional affairs to the president for approval. Administrative leave includes judicial duty, bereavement leave, inclement weather,

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personal leave (one day per year), worker's compensations, voting, and community service leave, [BP 6010](#).

V. **Habitual and unjustified absences will be dealt with accordingly.**

VI. **Definitions:**

Emergency is a sudden, unexpected, or impending situation that may cause injury, illness, loss of life, damage to property, and/or interference with the normal activities of a person or firm and which, therefore, requires immediate attention and remedial action.

(www.businessdictionary.com/definition/emergency.html)

See Board Policy 3302.