



Academic Policy	
Policy Name:	Adjunct Absence Policy
Policy Number:	1015
Date Adopted:	8/13/2024
Version:	1.0
Review Cycle:	Biannual
Date Last Reviewed:	NA
Office Responsible:	Academic Deans
Reviewing Committee:	Academic Leadership Team & Academic Council
Related Policies:	NA
Related Laws:	NA

Policy Summary: Jackson College is committed to the safety and wellness of all Adjuncts as well as keeping all parties included in communication when a course meeting time needs to be canceled.

Policy Statement: It is vital that an adjunct informs Jackson College (JC) if they need to cancel a class session.

If the Adjunct (They) is unable to attend a class, they must contact the following individuals **as soon as possible**:

1. Center Administrator or Building Information Coordinator **by emailing** JCFacultyAbsence@jccmi.edu
2. Their students
 - They are encouraged to e-mail their students and post a message on their Canvas Course page about the cancellation.
3. Their lead faculty member
 - They can choose “cc” them on the e-mail to JCFacultyAbsence@jccmi.edu. The Academic and Center Coordinators will also keep lead faculty aware of absences.

If they know beforehand that they will be absent, an attempt to find a substitute is preferred, but not required. They will contact their lead faculty and/or program/department chair about qualified substitutes.

An adjunct is permitted one week of class absence with pay each semester.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
08/13/2024	1.0	Initial Release	Academic Deans