



**University Policy Statement
California State University, Fullerton**

UPS 230.010

FACULTY OBLIGATION TO MEET CLASSES

Faculty have a responsibility to meet their scheduled classes. In order to further students' academic goals and ensure the students' opportunity to learn, faculty shall devote the amount of time to formal instruction that the course classification indicates. Classes shall be taught as scheduled.

Faculty have the responsibility to control the technique of instruction and the course content, consistent with the catalog description. Occasional guest lectures, academic convocations, and other learning experiences may be substituted for the regularly scheduled instructional session when the substitution furthers the academic goals of the class.

Faculty who know in advance that they will be unable to teach a class shall either work with the department chair to arrange for a qualified colleague to meet the class or give special class assignments consistent with the subject matter of the course. Faculty who are unable to teach a class due to a personal emergency shall notify their department chair as soon as possible. Faculty shall include in their course outlines actions students should take to continue their coursework and to communicate with the faculty member in the event of an emergency that disrupts normal campus operations or causes the University to close for a prolonged period of time due to circumstances such as an earthquake.

Source: Faculty Affairs Committee 2-29-08

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and ASD 08-105

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