

Report absences and/or cancellations as soon as possible.**You must speak to a person.**

- Always try to make alternate arrangements for your class before resorting to cancellation.
- Work with your dean in advance whenever possible.
- Whenever you will not be able to teach your class, regardless of meeting location or delivery method, you must call and speak with someone in Academic Affairs to report your absence.
- This includes cancelling a meeting of face-to-face courses regardless of whether D2L activities or substitute instructors are used or cancelling a scheduled live-chat or other scheduled activity in an online class which requires faculty participation and/or students to reschedule course activities.
- Academic Affairs regularly maintains availability on Mondays – Fridays from 7:30 AM – 4:00 PM.
- **Please call as early as possible.**
- **Night class cancellations must be reported no later than 3:30 PM on the same day as the course.**
- For all absences, a faculty leave request must be filed online within 24 hours of the absence.
- Unless the President has closed the entire college, instructors who choose to cancel their classes due to weather must file a request for personal leave online. There is no weather exception to leave requesting/reporting requirements.
- **When informing the college of an absence, instructors must speak to a person.** It is not acceptable to leave a voicemail. Continue calling from the list until you speak to a person. Always try your division's administrative assistant / dean first.
- After speaking with a person, instructors must email their respective dean/director with a copy to the division administrative assistant. Instructors must also email their students and include the administrative assistant/dean/director in the email.
- In addition to the above, Faribault instructors must speak to a member of the Faribault staff.
- A division administrative assistant will post the cancellation on the college website and classroom door.
- Off-campus instructors should notify the person in charge at the off-campus site in addition to Academic Affairs staff.

Phone numbers to call for this semester are:

Division of Agriculture:

Shelly Kitzberger 507-389-7497

Brad Schloesser 507-389-7263

Division of Liberal Arts and Sciences:

Erin Haroldson 507-389-7249

Dr. Judy Shultz 507-389-7369

Division of Nursing and Allied Health:

Heather Milton 507-389-7231

Michele Brielmaier 507-389-7385

Division of Workforce Education and Training:

Joy Hansen 507-389-7378

Barb Embacher 507-389-7493

If no answer from any of the above, call the Vice President of Student and Academic Affairs office:

Mary Hutchens 507-389-7210

Dr. Susan Tarnowski 507-389-7228

Faribault instructors must also speak with a Faribault staff member:

Tracy McAdam 507-332-5810

Kris Lovstad 507-332-5838

Step by Step Delineation of Duties

1. Faculty member identifies need for absence
2. As early as possible, faculty member notifies all students by email with a copy to the division dean and posts a notice on D2L
3. As early as possible, faculty member calls division dean / administrative assistant and notifies them of the absence. The faculty member must continue to call from the list until they speak to a person – leaving a voicemail is not acceptable
4. After speaking with a member of academic affairs staff and informing them of the absence, the faculty member immediately files the appropriate leave request online
5. Upon notification, the party receiving the absence notification prepares and posts the standard class cancellation notice sign next to all classroom doors, including one for each door for classrooms having multiple entrances
6. Upon notification, the party receiving the absence notification contacts the room scheduler to post an announcement on the campus TV monitors and website
7. Upon return to campus, the faculty member is responsible for removing and recycling class cancellation notices from classrooms
8. Dean or administrative assistant verifies leave request appropriately filed and follows up with faculty member as necessary