**WGST Faculty and Instructor Absence Policy** (approved Aug 12, 2020)

Faculty and instructors in the Department of Women’s, Gender and Sexuality Studies are allowed to miss 7% of course meeting times (roughly one week) for conferences or other emergencies (i.e. One meeting if teaching a three-hour weekly seminar, two meetings if teaching a twice weekly course, or three meetings if teaching on a M,W, F schedule). Courses in which instructors make up class meeting time through remote means such as synchronous or asynchronous discussion do not count as absences. If faculty need to be absent, they should notify the Chair and the Department Administrative Assistant by email or phone, and communicate with students via BlackBoard.