

Absences During Session – Academic Staff

<i>Approved By</i>	Rector		
<i>Approval Date</i>	1/12/2005	<i>Last Amended</i>	1/12/2005
<i>Contact Officer</i>	Manager, Planning and Reporting	<i>Policy Category</i>	Travel – Academic Absence During Session
The UNSW@ADFA Policy Register is available at www.unsw.adfa.edu.au/governance/policies			

1. Background

- 1.1 This is a Faculty policy clarifying the implementation of University policy at UNSW@ADFA, it applies to all academic staff in any session in which they are teaching, and should be read in conjunction with UNSW 'Leave to Attend Conferences and Other Absences During Session – Academic Staff'. Staff taking Long Service Leave and those on Special Studies Program should refer to the relevant University/Faculty policy. Staff who are not teaching in the session in which they are planning to be absent need only make a note on the regular travel form.
- 1.2 The purpose of this policy is to clarify the importance of availability of academic staff to students during session, in the lead up to and during examinations, and in the assessment review period.
- 1.3 As much as possible, members of staff need to be available for consultation with students throughout the session (excluding mid-session breaks), regardless of the pattern of teaching within the semester, as the ability to contact one's lecturer forms part of the overall student experience. This is particularly the case when students are working on assignments and preparing for examinations. Additionally, in the lead up to, and during examinations, and during the process of finalising grades, staff should be contactable for clarification of exam-related issues. Further, academic staff must ensure that appropriate arrangements have been made during any planned absences in relation to all assessment and exam-related activities for their courses including the timely marking and return of sessional assessment and, as well, the submission of examination papers, the marking of papers and the return of exam results by the published due dates.
- 1.4 It is sound educational practice at the undergraduate level to continue the educational process for the full length of the session. It is not appropriate for staff to seek to have the timetable of academic programs changed to allow for absences of greater than one week in total.
- 1.5 Academic staff planning an absence from campus of greater than one week in total during session time (as defined in 1.3) for any purpose other than illness or bereavement must seek written approval from the Rector. Applications need to be submitted to the Rector's Office well in advance of travel and preferably prior to the start of session in which the travel will take place so that alternative arrangements can be confirmed.
- 1.6 Approval will be granted only in exceptional circumstances and only where appropriate alternative teaching, supervision and examination/assessment-related arrangements have been made.

2. The Procedures

- 2.1 Staff need to complete the 'Application for Absence During Session – Academic Staff' form, and include the reason that the travel cannot be completed out of session, list their teaching, supervision, examination/assessment-related and other relevant duties, and a statement regarding how each of these responsibilities will be met during their absence.
- 2.2 On completion of the form by the traveller, it must be submitted to the Head of School. By endorsing the absence the Head of School is confirming that the arrangements for teaching, supervision, examination/assessment-related and other duties are satisfactory.
- 2.3 The form will need to include a School TA number, signed by the traveller and endorsed by the Head of School then forwarded to the Rector's Officer for final approval.
- 2.4 The signed form will be returned to the relevant School.