

## Faculty Attendance

The College recognizes the desire of faculty to attend professional meetings, including those held during the academic year. Prior permission from the Department Chairperson for attendance at such functions must be obtained. In the case of absences due to emergency or illness, the faculty member should inform the department as soon as possible. The Chairperson or his/her designee will then arrange for coverage of the class or classes affected. In both cases, faculty members are encouraged to provide coverage for colleagues wherever possible.