



ASUN Operating Procedure - 2010

Operating Procedure Synopsis

Title: Inclement Weather Faculty Absence Procedure

Approval Date/Revision Date(s):

Review Date(s): 9/2017, 2/2019, 2/2020, 2/2021, 2/2022

Executive Cabinet Liaison: Vice Chancellor of Academic Affairs

Responsible Manager: Academic Dean or Designee

A. Purpose and Scope

This operating procedure establishes the responsibilities for faculty members regarding inclement weather. Departments/individuals involved in the fulfillment of this operating procedure include Academic Affairs, Academic Deans, Department of Safety, and Designees.

B. Definitions

Inclement Weather: weather that is deemed to be potentially hazardous for conducting normal ASUN business hours and class schedules as well as travel.

C. Procedures

1. In the event that the Chancellor, in consultation with Executive Cabinet members and the Physical Plant on each campus, determines to close one or more ASUN campuses for the reason of inclement weather, faculty members will be informed via the ASU-Newport notification system, the ASUN website, and/or other appropriate means of electronic communication.
2. In the event of campus closings due to inclement weather as designated by the Chancellor, faculty members will notify students enrolled in their courses of any requirements or assignments due upon their return to classes via an announcement in the course LMS, email, and/or other appropriate means of electronic communication.
 - a. Online courses will still be conducted in the event of a campus closure; however, faculty members are advised to take into consideration potential circumstances caused by extreme or hazardous weather such as power, phone service, or internet outages.
 - b. Assigned work outside of class during a campus closing is at the discretion of each individual faculty member; however, faculty members are advised to take into consideration potential circumstances caused by extreme or hazardous weather such as power, phone service, or internet outages when assigning such work.
 - c. Faculty members should advise students via the course syllabus of the correspondence methods and expectations during the event of an inclement weather closing.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

3. In the event that inclement weather occurs in the region and does not result in an ASUN campus closing, faculty members are advised to practice good judgement wherein his or her personal safety is concerned.
4. If a faculty member should determine that it is unsafe for he or she to travel to and/or from their assigned campus and, therefore, determines that he or she cannot meet a class during the scheduled day and time, he or she should notify the appropriate Academic Coordinator and/or Academic Dean or Designee to give notification of his or her absence.
 - a. It should be noted that leave time may be deducted in the event a faculty member is absent due to inclement weather while ASUN campuses remain open.
5. Upon notification of his or her absence during the scheduled day and time, the faculty member should indicate any special instructions or notifications to be delivered to students on site; however, the faculty member should also correspond any instructions, assignments, or requirements to be completed by students during his or her absence via the course LMS, email, and/or other appropriate means of electronic communication.
6. The faculty member is expected to return to campus as soon as he or she, in his or her best judgement, determines it is safe to travel to and/or from his or her assigned campus.

D. Related Information

Please refer to Standard Operating Procedure 1004 Campus Building Closure available at:
https://files.asun.edu/sops/1000/1004_Campus_and_Building_Closures.pdf