

MONTGOMERY COLLEGE
Distance Learning Task Group

July 20, 2010

MEMORANDUM

TO: Ms. Paula Matuskey, Interim Senior Vice President for Academic and Student Services

FROM: Distance Learning Task Group

SUBJECT: Faculty Leave from a Distance Education Course

Attached please find our recommendation for faculty leave from a distance education course. This recommendation was shared with the Collegewide Deans and the AAUP and they support this recommendation.

Just as a faculty member teaching on campus must report sick, professional development, bereavement, personal, or other leave when unable to meet with a class, even when other arrangements have been made for the class to complete its work, so must distance faculty report sick, professional development, bereavement, personal, or other leave when they are unable to meet with their online classes. While online faculty are not expected to participate in their classes every day, the Montgomery College standard is for faculty to respond to students in online classes within 2 business days. If an instructor is not present or active in his/her course site for more than 3 business days, he or she must submit a request for the appropriate type of leave. When a faculty member is on leave, a message should be posted to students informing them that the instructor is on leave and the expected duration of that leave. During the leave period the faculty member is not expected to be present in his/her online course.