

# PROCEDURE

**Number:** 31-09  
**Title:** Absence of Instructors  
**Responsibility:** Academic Affairs  
**Original Approval Date:**  
**Last Cabinet Review:** 2/19/2025  
**Last Revision:** 2/26/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:** FDTC 30-4.1

**Other:**

## Procedure Description

### DISCLAIMER

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

### I. PURPOSE

To establish a procedure for reporting and recording absences.

## Procedure

1. An instructor should call his/her department head, or dean's office as soon as it is determined he/she will be unable to meet a class. The respective department head or dean should be provided:

- a. date, time, and title of class
- b. class roll, building, and room where the class meets
- c. lesson plan, teaching outline, and general instructions

2. The instructor should notify the department head or dean at least five days in advance if he/she knows that an absence will be necessary.

When a faculty member is absent, other faculty members in the division are expected to substitute for the absent person when at all possible. If a class cannot be covered by other faculty members, every effort shall be made to provide adequate supervision from within the division.

3. For more detailed information on absences, contact the Human Resources Office.