

TA ABSENCE GUIDELINES

1. For EMERGENCY ABSENCE (less than 8 business hours before you have to teach):

If you are in danger of being unable to teach one of your classes (or proctor an exam) because of an emergency situation please email as soon as possible:

TAemergency@math.osu.edu

and CC your lecturer (and the course coordinator, if the situation requires). If email is not an option and time is short, contact the Math Department front desk (292-4975) to report your absence.

In your email, please include as much of the following info as possible:

- what math course (e.g. 1151) you teach, what time(s) (e.g. 8 and 9:10 am) and location (building and room number)
- which sections you are supposed to cover that day
- please specify if there is a quiz that day or not; if yes please include an electronic copy or explain how to obtain one
- any names of other TAs that may be able or willing to cover your classes

Someone (either Dan Boros, Jessica Wheeler, or John Lewis) will try to find a qualified substitute for you. **Please do not cancel the class yourself!** We will keep you updated about the situation. After your emergency has been resolved please stop by to see Dan Boros (if you are a GTA or PTL) or John Lewis (if you are a SIA). You will have to fill out a TA Absence Report form that details the reason for absence and provide written documentation.

2. For PLANNED ABSENCE:

For a non-emergency possible absence please contact (well in advance) Dan Boros (if you are a GTA or PTL) or John Lewis (if you are a SIA). Such absences require various different departmental approvals, depending on the situation and your position. If such an absence is approved you will be required to find a qualified substitute. Departmental policy limits planned absences to one day of teaching (except for extraordinary circumstances) per semester. If you know ahead of time that you will miss more than one day of classes you teach during the semester, then you should not take a TA job that semester. You will also have to fill out a TA Absence Report form (contact Dan Boros for such a form) and obtain all required signatures before the absence takes place. In the case of extraordinary circumstances, you will be required to obtain several levels of departmental approvals.

For further discussion of these policies contact:

Dr. Bill Husen (husen.1@osu.edu) or Dr. Dan Boros (boros.9@osu.edu).