

# Faculty Leave and Reserve Faculty Operating Procedure

**Operating Procedure ID:** OP 2-211a

**Approved by:**

**Executive(s) Responsible:** VP, Academics; Director, People and Culture

**Administrator(s) Responsible:** Academic Director, Program Lead/Supervisor, Scheduling Manager, HR Manager

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## Background and Scope

The Ontario Institute of Health and Innovation is committed to ensuring excellence in education delivery and recognizes the importance of its continuity. Faculty leave management is essential to maintaining students' learning experience and minimizing disruptions.

This operating procedure applies to all OIHI faculty, reserve faculty, and academic administrators.

## Definitions

**Faculty Member:** An instructor responsible for delivering course content, including lectures, labs, or practica.

**Program Lead/Supervisor:** The academic leader overseeing specific program.

**Reserve/Supply Faculty:** A pool of qualified substitute instructors available to cover courses in case of faculty absence.

**Faculty Absence Notice:** A formal document (form) completed by faculty to request leave.

**Canvas:** The learning management system used by OIHI for course administration and communication.

**OIHI Faculty Portal:** Is a SharePoint site which faculty and the academic department have access to and where faculty can find all relevant forms, policies and procedures, and other support documents.

### Types of Absence:

- a) Planned absence
- b) Unplanned absence
  - Due to weather conditions
  - Due to emergency

## Purpose of the Operating Procedure

This operating procedure outlines the processes for handling faculty leave requests, ensuring that classes are covered in case of planned and unplanned faculty leaves. The purpose of this procedure is to:

- Provide clear guidelines for managing faculty leave.
- Ensure minimal disruption to scheduled classes.
- Outline the roles and responsibilities of faculty, program leads/supervisors, and reserve faculty.
- Establish protocols for communication and rescheduling when necessary.

## Roles and Responsibilities

**Faculty Member:** Is responsible for notifying their Program Lead/Supervisor of absences by submitting a faculty absence notice and providing lesson plans for substitute instructors in a timely manner.

**Program Lead/Supervisor:** Is responsible for arranging for class coverage using reserve faculty or by covering the class themselves and ensuring communication with students regarding class changes or rescheduling. They arrange appropriate access to courses and materials for reserve/substitute faculty.

**Reserve Faculty:** Is responsible for delivering assigned classes in the absence of regular faculty and following provided lesson plans to maintain continuity. They must adhere to all OIHI policies and procedures. Reserve faculty are expected to post replacement class links and announcement to canvas pages to ensure students enter the correct virtual meeting (in the case of hybrid delivery courses).

**Scheduling Manager:** Is responsible for faculty scheduling, maintaining the faculty and reserve faculty lists, collecting reserve faculty availability, and informing Program Leads/Supervisors about reserve faculty's availability.

## Pre-requisites

1. Faculty have access to the Faculty Absence Notice on the OIHI Faculty Portal.
2. Reserve faculty pool must be updated regularly with qualified instructors and their availability by the Scheduling Manager.
3. Communication channels (email, Canvas, MS Teams) must be operational.

## Procedures:

### 1. Unplanned Absences

- 1.1. Faculty experiencing an emergency must notify their Program Lead/Supervisor or Academic Director immediately by submitting the Faculty Absence Notice.

- 1.1.1. A comprehensive lesson plan is not required in such cases; however, the faculty should provide an outline of what should be covered in the class if possible.

- 1.2. The Program Lead/Supervisor will attempt to arrange a substitute faculty member or cover the class themselves if no reserve faculty is available.
- 1.3. In case where neither substitute faculty nor the Program Lead/Supervisor is available to cover the class, the class will be rescheduled, and the Program Lead/Supervisor or Academic Director will post an announcement on Canvas notifying the students regarding the cancellation and make-up arrangements.

## **2. Planned Absences**

- 2.1. Faculty must submit the Faculty Absence Notice at least 2 (two) weeks before the planned absence.
  - 2.1.1. However, any planned absences to occur during the winter holiday season should be submitted to the Program Lead/Supervisor at least 1 (one) month prior to it.
- 2.2. The Program Lead/Supervisor will arrange for class coverage, using a substitute faculty member or covering the class themselves.
- 2.3. Faculty must provide a detailed lesson plan for the substitute instructor.

## **3. Weather-Related Cancellations**

- 3.1. If a class is scheduled on campus (e.g. a lab) and the weather conditions do not permit safe commute, the College might make the decision to cancel in-person classes. The Student Services Department (SSD) will send email notifications to students and post announcements.
- 3.2. The People and Culture Department will issue an email notification to faculty and staff members.
- 3.3. The Program Lead/Supervisor will reschedule in-person classes or make other necessary arrangements.
  - 3.3.1. If possible, the class will be delivered online.

## **4. Reserve Faculty**

- 4.1. Reserve faculty agree to cover classes during faculty absences.
- 4.2. Reserve faculty must be available to cover in-person and online classes as indicated in the availability they have provided.
- 4.3. To maintain the reserve faculty status, the supply instructor must be able to accommodate at least 50% of coverage requests.
- 4.4. The Program Lead/Supervisor will reach out to reserve faculty via email or phone, providing details of the class to be covered, including date, time, and lesson plan.

4.4.1. The reserve faculty is expected to confirm their availability promptly to ensure timely coverage of the class.

4.5. Reserve faculty must update their availability and the courses/modules they are qualified to teach should this change.

4.6. Any OIHI faculty that has not reached the maximum workload can be added to the reserve faculty list.

4.6.1. To do so, the faculty should contact the Program Lead copying the Academic Director and include their availability and which courses/modules they can teach.

## Post-Procedures:

1. Program Leads/Supervisors must maintain records of faculty absences for accountability.
  - 1.1. While attendance is accounted for in the review of faculty's performance, planned absences communicated in advance do not negatively impact the faculty's assessment.
2. Scheduling Manager must update the reserve faculty pool, ensuring that substitute instructors are qualified to teach courses potentially assigned to them.
3. Program Leads/Supervisors should be attuned to student feedback regarding the substitute instructors' performance.

## Related Legislation

- Ontario Career Colleges Act, 2005

Policy Name	Policy Number
Faculty Handbook	2-211
Faculty Recruitment Operating Procedure	OP 2-211b