

PROCEDURE FOR CANCELLING A CLASS

Policy for Faculty

You must call your Chairperson* **and** Paula Powell ext. 4122 as soon as you know, but no later than one hour prior to the class starting except for emergencies (such as accidents).

If your Chairperson and Paula are unavailable, leave a message on BOTH voicemails (or email) regardless and call the receptionist ext. 0 at the college. You should really make every attempt to speak to a live person in the event that both your Chairperson and Paula are out for the day. Your notice of cancellation may then stay in a voice message without being posted for students that day. Of course, with advanced notice, this won't be a problem and only two calls will be needed.

Please check with your Chairperson as he/she may have specific ways preferred to handle cancellations. They can inform you how early to call them (if at home), whether they prefer home, cell, work, or email for their notification. Paula Powell still must be contacted via phone or email regardless.

Substitute: As much notice should be given to your Chairperson so he/she can make every attempt to find a substitute. Some Chairpersons require adjuncts to find their own substitute and pass along instructions to that sub.

Posting: A note will be posted on the classroom door by Paula. The instructor is responsible for contacting the students. Please *inform your students* of the manner in which communication will be made, either by email or phone.

Make-up: If you plan to make up the entire three hours, a written plan of this needs to be submitted to your Chairperson **AND** Paula Powell *via e-mail* (hard copies are not maintained). If there is no plan submitted, your pay will be deducted accordingly for adjuncts.

Late Arrival: Students will be asked to stay in class for 30 minutes. If you are not here 30 minutes after the start of class, students will be released. If you are running late and know you will arrive shortly after that time, it would be greatly beneficial for you to call the receptionist and ask her to inform the students to stay.

CHAIRPERSONS at Ivy Tech Community College Madison 812-265-2580

| | | Home | College |
|--------------------|----------------|---------------------|-----------|
| TBD** | LIB ARTS | | ext. 4178 |
| Rich Geglein | ACCT/BUSN/OFAD | 812-265-3329 | ext. 4150 |
| Susan Cartwright | CINS/CINT | 812-873-6546 | ext. 4151 |
| George Tackett | TECH | | ext. 4187 |
| Beth McIlvain | ENGL/COMM | | ext. 4118 |
| Ruth Greer | MATH/SCIN | | ext. 4104 |
| Margaret Seifert | HUMS/CRIM/PARA | | ext. 4171 |
| Annabet Garner | MEAS | 812-265-9949 | ext. 4227 |
| Gene Ann Shapinsky | NRSG | | ext. 4222 |
| Paula Powell | Admin Asst | ppowell@ivytech.edu | ext. 4122 |

**Call Paula Powell (ext. 4122) and Joe Moore (ext. 4123) in the interim.

*Call the Chairperson for *that* class if you work under two different Chairpersons.