

MPH@UNC

Instructor Absence & Emergency Class Cancellation Guidelines

In the event an MPH@UNC Section Instructor is not able to attend their scheduled live session, with or without advance notice, please follow these guidelines:

If the Section Instructor knows in advance they are unable to attend the live session:

1. The Section Instructor should communicate their absence to their Course Coordinator (if one exists) and/or Course Lead at least 1 week in advance of the live session to be missed. The MPH@UNC Adjunct Faculty Coordinator and Program Coordinator should be included on all emails.
2. The Section Instructor and Course Coordinator/Lead will identify an approved instructor to cover the course live session. If needed, the Adjunct Faculty Coordinator will provide a list of approved instructors to cover the live session.
3. The Section Instructor should contact and make all necessary arrangements with the substitute instructor. Compensation, if any, for the substitute is the responsibility of the Section Instructor. The program does not track payment in any way.
4. Once the substitute instructor is confirmed, the Section Instructor should confirm with the Course Coordinator/Lead, Adjunct Faculty Coordinator, and Program Coordinator via email.
5. The Section Instructor should post a Canvas class announcement in advance confirming their absence from the live session and introducing the substitute instructor.
6. The Section Instructor (Course Lead or Coordinator in the instructor's absence) will complete the [2U Instructor Ad Hoc Instructor Course Access](#) to arrange for the substitute instructor to have DC Canvas access to the course section. It is recommended to make this request 2 – 3 business days prior to the live session.

If the Section Instructor experiences emergency circumstances:

1. Depending upon the nature of the emergency, as soon as feasible, the Section Instructor should email or call the Course Coordinator/Lead to share their circumstances. The Adjunct Faculty Coordinator and Program Coordinator should be informed by email as soon as feasible.
2. The Course Coordinator/Lead (and Section Instructor, if available) will identify an approved instructor to cover the live session. If needed, the Adjunct Faculty Coordinator will provide a list of approved instructors to cover the live session.
3. In the Section Instructor's absence, the Course Coordinator/Lead should contact and make all necessary arrangements with the substitute instructor. Compensation, if any, for the substitute is the responsibility of the Section Instructor. The program does not track payment in any way.
4. Once the substitute instructor is confirmed, the Course Coordinator/Lead should confirm with the Adjunct Faculty Coordinator and Program Coordinator via email.

5. The Course Coordinator/Lead (Section Instructor, if available) should post a Canvas class announcement as soon as feasible confirming their absence from the live session and introducing the substitute instructor.
6. The Course Coordinator/Lead will complete the [2U Instructor Ad Hoc Instructor Course Access](#) to arrange for the substitute instructor to have DC Canvas access to the course section. If needed, the CL/CC can also email 2U Faculty Support (facultysupport@2u.com) to arrange for the substitute instructor to have DC Canvas access to the course section. With little advance notice, please include "URGENT" in the subject line of the email for a quicker response.

If a substitute instructor is not available and the live session has to be cancelled:

1. The Section Instructor or Course Coordinator/Lead (depending upon the circumstances) should post a DC Canvas class announcement to the students as soon as feasible.
2. In order to make up for the missed course contact hours and content, the Section Instructor should consult with the Course Coordinator/Lead to explore and confirm available options.
3. Acceptable options may include, but are not limited to:
 - a. Section instructors can create a short video recording of missed content to share with students and post it in the Digital Campus Canvas course site.
 - b. With permission from another Section Instructor of the course, post a recording from their section's live session.
 - c. Scheduling at least one optional make-up class (4 - 6pm EST may work well since there are no other MPH@UNC courses scheduled during that time. Students may have other commitments, employment, etc. that prevent them from attending.)
 - d. Offering to meet with students one-on-one if they have specific questions about the content from the cancelled live session.
 - e. Posting and/or emailing any important announcements (assignment updates, reminders, etc.) that would have been shared during the live session.

Please note: If a Section Instructor experiences sudden medical or related emergencies the day of their live session and are truly unable to address their absence prior to the live session, they are encouraged to prioritize their immediate health and safety. The MPH@UNC program values faculty, staff, and student welfare above all, and understands that, in some instances, appropriate action simply cannot be taken in advance of the live session.

Contacts:

- Adjunct Faculty Coordinator: Dr. Kerstin Sorensen, sorensen@email.unc.edu
- Program Coordinator: John Sugg, johnsugg@unc.edu
- MPH Director: Karla Townley-Tilson, kttilson@unc.edu
- Academic Program Support Coordinator: Jacey Dullum, jaceyhd@unc.edu
- Digital Campus Canvas Faculty Support: facultysupport@2u.com