**Faculty Guidelines Regarding Time Away During the Fall or Spring Semesters**

**College of Earth and Mineral Sciences**

**GUIDELINES INITIAL DATE: October 23, 2023**

Tenure-line faculty members (and some non-tenure-line faculty members) are expected to perform service and research. As such, there may be times during the Fall or Spring semesters that a faculty member needs to be away from their primary work location (University Park for most). Attendance at conferences, research trips, and speaking engagements are all highly encouraged.

However, if a faculty member finds that they will be away from their primary physical work location for more than 10 consecutive weekdays during the Fall or Spring semester, they must seek prior approval from their supervisor. If they are planning to be gone for more than 20 consecutive weekdays, they must seek prior approval from the Dean.

In accordance with the Vice Provost for Faculty Affairs guidance around faculty working outside the US (<https://vpfa.psu.edu/files/2023/02/Faculty-Working-Outside-the-US_2-1-23.pdf>), faculty who are planning to work outside the US for up to 30 days must inform their academic unit head.

Regardless of the length of absence, the faculty member must communicate with their supervisor what appropriate action will take place to cover their teaching and advising duties for the duration of their absence. Note that instructors should not cancel classes except in cases of emergency or illness. Also, instructors may offer no more than 24.99% percent of an in-person class remotely (synchronously or asynchronously). For more information, see the links below.

Additional Guidance:

EMS Faculty Workload Policy: <https://www.ems.psu.edu/resources-faculty-and-staff> (see College Policies and Guidelines > Faculty Workload Policy

Instructional Modes: <https://www.registrar.psu.edu/registration/instruction-modes.cfm>

Contingency Planning for Undergraduate and Graduate Instruction: <https://weblearning.psu.edu/contingency-planning/>