

**Effective:** November 6, 2015

**Local Agreement**  
**GRADUATE ASSISTANTS ASSISTING IN THE ABSENCE OF FACULTY**

**Approved:** November 6, 2015  
MU/APSCUF-MU Meet & Discuss

Instructors who must be absent from class for a university-approved reason, such as travel to attend a professional conference, illness, or personal leave, may arrange for a graduate assistant (any available and willing graduate student paid under the student wage payroll) solely to perform non-instructional duties such as proctor an examination, show recorded material, or supervise laboratory or studio activities (provided the graduate student has the expertise to do so) for the absent instructor's class, provided:

- a) The instructor has arranged for a faculty colleague (not necessarily from the same department) to be on-call and easily accessible physically (i.e., nearby) to the room(s) where the class is held in case the graduate assistant is in need of help or guidance.
- b) The instructor follows up on the day of the missed class to ensure that the colleague is, in fact, on-call as agreed upon.
- c) The instructor has, in advance of the planned absence, completed the pertinent form to notify the chairperson, dean, and local APSCUF office that the graduate assistant will be proctoring an examination, showing recorded material, or supervising laboratory or studio activities. If it is not feasible to complete the form in advance (as in case of unplanned absence for illness), the faculty member shall directly notify the chairperson, dean, and local APSCUF office by phone or email of the basic facts and submit the form immediately upon return to campus.
- d) The form (posted at website <http://www.millersville.edu/provost/>) shall include:
  - Name of faculty member of record
  - Course name and section
  - Date and meeting time
  - Classroom, laboratory or studio location
  - Name of graduate assistant
  - Reason for absence of faculty member of record
  - Activity to be performed in class: proctor an examination, show recorded material, or supervise laboratory or studio activities
  - Name of faculty colleague who is on call
  - Location of faculty colleague who is on call
  - Signatures of approval by chair and dean

- e) The dean shall have the authority to disapprove of any such arrangement. The dean's decision is final and cannot be grieved. In the event of disapproval the class may be cancelled or substituted for by an assignment according to the university policy on class cancellations.
- f) Any faculty member may utilize graduate assistants in the manner prescribed herein a maximum of two days per semester.
- g) The faculty member has an obligation to provide guidance, when feasible, to the graduate assistant as to questions that might arise while performing assigned duties.

Per the Collective Bargaining Agreement, Section #7.C.2, "At no time shall graduate assistants instruct lectures or laboratories..."