



TEXAS TECH UNIVERSITY  
*Office of the Provost*

TO: TTU University Faculty  
FROM: Michael Galyean, Provost and Senior Vice President  
DATE: September 8, 2017  
RE: Responsibility to Meet Classes as Scheduled

This is a reminder of [OP 32.06](#) Faculty Responsibility, which states that teaching duties include regular conduct of classes during scheduled periods. Faculty members who occasionally cannot meet classes at scheduled periods because of professional commitments or illness should arrange for substitute instructors or alternative academic experiences.

Thanks for your efforts in support of our academic mission.