

FACULTY ABSENCE NOTIFICATION FORM
(For all absences: conferences, meetings, personal days, illness, etc.)

If you know in advance that you will be absent, please discuss the absence first with your school chair or college dean, and then submit the form to the college dean before the absence. If the absent was unanticipated, submit the form after the absence; if a class was cancelled, indicate that.

Name: _____

Dates and time of absence: _____

Reason for absence: _____

Location of conference/meeting (if applicable): _____

Phone number where you may be reached: _____

List each class you will miss. Give specific arrangements which include the name of the person covering your class(es). List your other duties (office hours, meetings, advisees, supervision, other) and specify the arrangements for them.

<u>CLASS Number & Title</u>	<u>SPECIFIC ARRANGEMENTS</u>	<u>PERSON COVERING</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>OTHER DUTIES:</u>	<u>ARRANGEMENTS:</u>
_____	_____
_____	_____
_____	_____

Faculty Member's Signature: _____ Date: _____