Record of Absence from Instructional Duties

Faculty, limited, and academic staff who plan to be absent from their classes or other scheduled instructional duties (e.g., office hours, exams), typically as a result of pursuing outside activities or attending professional meetings, must have permission (see FPP 8.02a and UWS 8.025(3)(b)). Requests for approval should be submitted to the department chair at least ten (10) working days before the anticipated absence. A copy of the approval/denial will be returned. Please note that requesting permission to be absent is not a substitute for the annual Outside Activity Report, which is completed in April of each year.

NOTE: Authority for approval is delegated to department chairs, who must provide the dean with a summary report of absences from instructional duties at the end of each semester.

Name: ____________________________________________ Date: __________________

I plan to be absent from (dates) _________________________ through _________________________

Reason for absence:
___________________________________________________________________________________
___________________________________________________________________________________

I will __________ will not __________ be absent from my instructional duties.

In my absence, coverage of my duties will be handled by: ________________________________

I can be reached: _____ by email at ___________________________________________________

____ by phone at ________________________________________________________________

____ other ________________________________________________________________

____________________________________________________________

___________________________________________ ____________________________________
Instructor Signature      Chair Approval

Please print name: ___________________________

Updated March 2009