# Appendix I: Shepherd University Faculty Absence Form

# Class Arrangements for Faculty Absences and Faculty Leave Report

For faculty absences from class/instructional duties, complete the form and submit it electronically to your department chair with a copy to the dean. These are to be submitted in advance of a planned absence and after you return for an unplanned one.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Submitted:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for cancellation, rescheduling, or absence:**

|  |  |  |
| --- | --- | --- |
| **Course** | **Date of Class** | **Arrangements** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Signatures:**

**Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**