



The Handbook for Faculty and Librarians states that “Instructors are expected to meet their classes each scheduled time during the semester and for the full allotted time scheduled, including during CEP (Critique and Evaluation Period).” ([Course Management, Classroom Procedures](#) section of the Handbook). There are, however, instances when faculty must have a planned, non-emergency absence from on-campus obligations (classes, office hours, service obligations). This form provides faculty with a means to notify their department chair of a planned absence. Please submit this form to the department chair at least one week prior to the planned absence.

***Because I will be unable to meet part of my on-campus obligation, I am providing notification of a planned absence.***

Date(s) of planned absence:

Reason for absence:

This absence is:

- For a recognized professional meeting
- For another clearly professional or service obligation that cannot be completed at any other time
- Other, explain

Course(s) or On-Campus Obligation(s) affected:

Identify how each on-campus obligation to be missed is being covered and how relevant parties (students, etc.) are being notified:

Faculty Name

Signature

Date

Chair Name

Signature

Date