Illinois State University Faculty Notice of Absence from Scheduled Duties

Faculty Member's Name:					
Date(s) of Absence:					
Reason for absence	 ☐ Teaching assignment related to: ☐ Research assignment related to: ☐ Attend professional meeting: ☐ Outside employment/Self-employed/Consulting: ☐ Other (Specify): 				
Classes Missed	Course	Section	Bldg./Room	Days(s)	Time
Arrangement for coverage of classes missed	Who	Phone	Arrangements		
Other duties missed (e.g., office hours, field supervision)	Duty missed	Arrangeme	ents		
Itinerary	City/State/Location	Contact Inf	formation		
Employee I consider this absence to be: within University business and consider the information above to be correct: Employee's Signature Date					
Department Chairperson The above absence is considered: ☐ within University business ☐ not within University business Department Chairperson's Approval ☐ Date					

According to University Policy, 3.3.12 CODE OF ETHICS - Academic Code, "Faculty members should regularly meet their assigned classes as scheduled. Faculty members who are absent from their duties because of illness should report the fact immediately to their department chairperson. Faculty members who are absent for any reason other than illness, as for attending a professional meeting, should complete a Notice of Absence from Regular Duties form and file it with their department chairperson for prior approval."

Retain in department office 06/2005