

## BPA FACULTY CLASSROOM (or Office Hours) ABSENCE FORM

Faculty shall meet their assigned classes at the times and places formally scheduled except when advanced written notice of an absence (deviation) from the published schedule has been formally approved by the department chair with notice sent to the appropriate school dean. (Handbook 303.1.2) All faculty shall attend their stated weekly office hours and Full-time teaching faculty shall schedule their time so that they are on campus no fewer than three (3) days of each week. (see Handbook 303.1.3)

**This form must be used by all BPA faculty for ALL absences (i.e. when a faculty member is not physically present at a formally assigned and scheduled classroom and time, or misses scheduled office hours.) Please provide two weeks advance notice, if possible.**

NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_

Date(s) of Absence/Deviation: \_\_\_\_\_

City/State: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Reason:

Attend conference Organization name: SW-AAA Regional Meetings Paper Presentation?  Yes  No

Board/Council meeting member Organization name: \_\_\_\_\_

Chair panel Organization Name: \_\_\_\_\_

Panel topic: \_\_\_\_\_

Personal Holiday  Personal Sick  Other: Please specify: \_\_\_\_\_

I will miss (or have missed) the following class(es) (or office hours):

Course Number	Day	Time	Brief Explanation of How Classes are Covered:
Office Hours	Day	Time	Covered by:

Faculty signature \_\_\_\_\_

Date: \_\_\_\_\_

Dept. Chair approval \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Office notification \_\_\_\_\_

Date: \_\_\_\_\_